

# APPALACHIAN STATE UNIVERSITY FACULTY INTERNATIONAL TRAVEL MATCHING GRANT

## APPLICATION GUIDELINES

The Office of Academic Affairs has allocated \$20,000 per year to the Office of International Programs to supplement funds provided by academic departments and colleges to faculty for international travel. Funds will be made available to support international travel by Appalachian faculty for developmental purposes, to enhance the internationalization of Appalachian State University.

Faculty may submit requests for financial support for projects that promise meaningful institutional advancement of international education at Appalachian State University. Projects may incorporate individual professional development, but they must explicitly advance overall international education at the university. The funds requested must be matched by the applicant's department and dean. The maximum amount of funds that can be requested through the Faculty International Travel Matching Grant is \$2,000 per applicant.

### PROCEDURE

**Applications must be received by 5:00 PM on the deadline date.** Applications received after 5:00PM will not be considered. Applications will be reviewed twice a year according to the following deadlines:

- **August 15 Deadline:** For awards to be used between September 1 and November 30 of that year.
- **October 1 Deadline:** For awards to be used between December 1 and March 30 of the following year.
- **February 15 Deadline:** For awards to be used between March 1 and August 30 of that year.

Review of applications will be completed no later than the 15<sup>th</sup> or 30<sup>th</sup> of the deadline month. Applicants will be notified of decisions in writing as soon as possible after the 15<sup>th</sup> or 30<sup>th</sup> of the applicable month. Individuals awarded funds are responsible for completing their own travel authorization request forms. That is not the responsibility of the Office of International Education and Development staff.

**NB: for projects receiving awards for the July 1 – August 30 period, fund distribution will not occur prior to July 1.**

### TYPES OF PROJECTS TO BE FUNDED:

Examples of the types of projects to be supported under this program include:

- Projects for establishing effective and productive liaisons with new partner institutions in other countries; projects that build opportunities for international faculty exchange or collaboration at institutions not already engaged with Appalachian State University;
- Projects for implementing terms of cooperation already established with international partner institutions within existing written agreements;

- Projects for planning and coordinating new education abroad programs administered by Appalachian State University;
- Projects that provide for international professional development of faculty: individual projects will be self-defined by the faculty member and may include research activity in support of teaching or professional roles, language reacquisition, or other types of professional skill development.

## **POLICIES GOVERNING THE APPLICATION PROCEDURE**

1. Proposals prepared by faculty will be submitted first to the department chairperson for consideration and provision of departmental matching funds. The chair must provide comments on the project and sign off on the application.
2. The second step involves the submission of the application to the dean of the applicant's college. The dean will review and comment on the project and provide matching funds. The dean must sign off on the application.
3. Once the application has been signed by the department chair and dean, it will be submitted to The Hubbard Center for Faculty and Staff Support. Applications will be reviewed by an Advisory Committee comprised of faculty/administrative representatives from schools and colleges. The Committee will recommend projects to be funded to the Associate Vice Chancellor for International Programs.
4. The Associate Vice Chancellor of International Programs will give final approval to award decisions.
5. The Hubbard Center will notify applicants, their chairperson/director and the deans of awards made, accounting deadlines, required report submissions, and procedures for distribution of funds.
6. While all Appalachian State University faculty (*not visiting scholars*) are eligible to apply, tenure-track faculty members will be given higher priority.
7. Appalachian State University support **may not** be sought for retroactive reimbursement of airfare and other costs of travel already completed.
8. Applicants should submit letters of invitation, acceptance, or other communications with institutions abroad.
9. All awardees are required to **submit an electronic final report** to the Hubbard Center no later than two months after returning to Boone. Reports should include the following components:
  - A statement of how the project and the resulting international experience(s) will be incorporated in the classroom. Include a copy of the syllabus incorporating the international elements into the class.
  - A statement of how it will contribute to the faculty member's scholarship activities. Include a copy of the abstract for the article submitted for publication.
  - A statement on how the project contributes to the international development of the department, college and university.
10. Distribution of the awards will be made in 2 (two) installments. Applicants will receive 80% of their award at the beginning of the award period, and 20 % upon submission of their final report.

## **EVALUATIVE CRITERIA**

Applications will be evaluated according to the following criteria:

1. Potential for specific, positive impact on Appalachian's institutional development. The application should specify how this project will advance internationalization of the department, college, and university **(30 points)**.
2. The likelihood that the project can be carried out within the timeframe and budget outlined in the application **(20 points)**.
3. The quality of the project's design and the proposed itinerary **(20 points)**.
4. The quality of the project's impact in the classroom **(30 points)**.

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<b>Applicant's Name</b>		<b>Faculty ID</b>	
<b>College</b>		<b>Department</b>	
<b>Destination</b>		<b>Travel Dates</b>	
<b>Financial Support from Dean and Department</b>		<b>Financial Support Requested</b>	
<b>Date Submitted to the Hubbard Center</b>			

## 1. Brief Project Description

Address specifically how this project will advance international education at Appalachian State University. The goal of the matching grants program is to enhance the internationalization of the curriculum by infusing global issues into the courses. {Not to exceed 450 words (12 point font, single-spaced)}

## 2. Travel Itinerary

Please provide an overview of the travel itinerary and the activities to be conducted during the travel period

## 3. Budget Information

<b>Project Costs</b>		
1. Travel		\$
a. Airfare	\$	
b. Ground Transportation	\$	
2. Living Expenses		\$
a. Meals (\$ ___ x ___ days)	\$	
b. Lodging (\$ ___ x ___ days)	\$	
3. Other Costs		\$
a. Registration Fees	\$	
b.	\$	
c.	\$	
d.	\$	
	<b>TOTAL TRAVEL COSTS</b>	<b>\$</b>
<b>Matching Funds</b> (Personal funds are not to be considered matching funds)		
1. From the Department		
2. From the Dean		
3. From Other Sources (Specify)		
	<b>TOTAL MATCHING FUNDS SECURED</b>	<b>\$</b>
<b>Travel Grant Requested</b>		
	<b>TOTAL MATCHING FUNDS REQUESTED</b>	<b>\$</b>

#### 4. Past Grants Information

a. Have you received the Matching Grant support previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. If yes, list the date of the award(s) received in the last two years		
c. If you received funding before, please explain how this request builds on or differs from the previous grant(s) (No more than 100 words)		
d. Describe how the international experience contributed to the departmental and university's internationalization goal, including how the experience was brought back to the classroom (No more than 100 words)		

#### 5. Comments from Department Chair and Dean

<b>a. Comments from Department Chair on the Project</b>	
<b>Chair's Signature:</b>	<b>Date:</b>
<b>b. Comments from Dean on the Project</b>	
<b>Dean's Signature:</b>	<b>Date:</b>