

Global Travel Grant for Staff

The Office of International Programs supports efforts made by faculty, staff and administrators to gain a global perspective in order to uniquely and comprehensively fulfill their roles at UNCW. Follow the below instructions to successfully apply for this fantastic opportunity!

Instructions:

Proposal should include 4 parts:

1) Cover sheet

2) Statement of Purpose (200 words)

- Describe the travel and your participation (attending an international conference, presentation at a seminar or workshop, a site visit* to an international location, etc.)
- How will this experience enhance your professional career?
- What do you hope to gain from this experience?

3) Supporting Documentation

This may include information about a conference, an acceptance letter to participate in a workshop, e-mail correspondence with a colleague abroad indicating his/her willingness to "host" you, etc.

4) Budget

- List anticipated expenses
- Cite other funding sources, if applicable - see below

Submit proposals to the Office of International Programs

Guidelines:

- Maximum award is \$2500. Applicants may have to identify supplementary funding sources if this does not cover all costs
- Awards are open to all full-time EPA non-teaching or SPA staff
- Applications are due on May 31 to the Office of International Programs/Staff Global Travel Award, Campus Box 5965
- A decision will be made in June and awards will be issued in July
- Travel must occur within the fiscal year in which the grant is received (before June 30)

- Proposals should be no more than 5 pages long

Applicants should choose the site carefully. Demonstrate how this global experience needs to occur in an international setting. Travel to a country where there is a Department of State (DOS) warning requires additional justification as to the necessity of the travel and the source of funding. To access current DOS Travel Warning, please visit: <http://travel.state.gov/content/travel/english.html>

The Scholarship Committee of the Staff Senate will evaluate proposals and make funding recommendations to the Associate Vice Chancellor of International Programs.

Subsequent Responsibilities:

- Recipient must submit a brief, written report within 30 days of return to the Office of International Programs, Campus Box 5965
- Recipient agrees to give a presentation to campus community on how this travel has benefitted his or her work performance at UNCW. This will most likely occur during Intercultural Week

A site visit would involve contacting a colleague abroad who works in an environment of higher education, perhaps one of UNCW's partner institutions, and arranging to meet with people onsite who have similar duties and responsibilities. OIP can assist with making initial contact with an exchange partner.