



OFFICE OF INTERNATIONAL PROGRAMS

# FACULTY INTERNATIONAL TRAVEL GRANT

## PURPOSE

The UNCW Office of International Programs supports international academic travel by faculty by providing travel grants. Grant applications may be submitted to the Office of International Programs at any time, but you are encouraged to apply many months, and no later than 6 weeks, prior to intended travel. Applications will be reviewed by a faculty committee and awards granted on a quarterly basis as outlined below. If you are planning to travel and need your ticket before September 15, please apply by the May 1 deadline.

## APPLICATION TIMELINES

Received by:  
September 1  
December 1  
March 1  
May 1

Reviewed by:  
September 15  
December 15  
March 15  
May 15

*\*Grant money will be transferred to the recipient's corresponding department for distribution and use. Please consult your department for spending deadlines.*

## INSTRUCTIONS FOR APPLICANTS

1. Complete the Faculty International Travel Grant Cover Form.
2. Attach a separate page to describe the following:
  - a. Purpose of Travel
    - i. Attach required supporting documentation, such as letter of invitation, official acceptance of refereed paper, etc.
    - ii. If you intend to "participate in a conference", elaborate on the nature of your participation (e.g. presenting a paper, chairing a session, regular attendee – with preference given respectively). Include the title of presentation and an abstract. Please remember that conference attendance alone is rarely selected for funding by the committee.
  - b. How does the proposed travel enhance the university's involvement in international education? (100-150 words)
3. Compile a Budget. List anticipated expenditures and cite other funding sources (both within and outside UNCW) for this travel. Please see the [U.S. Department of State](#) website for per diem information to help you estimate your costs.
4. Proposals should be no more than 5 pages long, excluding required supporting documentation.

## GUIDELINES FOR AWARD

1. The maximum award is \$1,200 per faculty member.
2. Awards are limited to one per fiscal year.
3. Priority for awards is given to full-time tenured or tenure-track faculty.
4. Priority will be given to proposals receiving at least partial funding from the appropriate department.
5. Priority is given to applications that require the applicant to be at the proposed site in order to conduct research.
6. Priority is given to projects that result in the incorporation of international content into the applicant's course materials.
7. Exploratory study abroad trips and conference attendance are normally not funded. Please submit exploratory proposals using the Faculty International Travel Grant form below directly to Dr. Kara Inman, Director of Education Abroad, pikek@uncw.edu.
8. Recipients agree to distribute official information about UNCW/OIP at travel destination as applicable.
9. Please note: Travel to a country listed under travel advisories by the Department of State as category 3 or 4 requires justification as to the necessity of the travel, and safety issues must be specifically addressed. Travel to a country listed as a category 2, but with intended travel to locations within the country that have a category 3 or 4 warning, will also require justification. Proposals to travel to these countries or specific locations will require review by a Risk Management Review Committee and the approval of the provost. A review may be required for additional travel outside of these parameters when deemed necessary. To access the DOS Travel Advisories, please go to <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
10. Grants awarded for travel in the next fiscal year are awarded provisionally and are contingent on that year's budget.
11. If the grant recipient leaves the university before the grant money is used or their travel is cancelled, the grant money must be returned to the Office of International Programs for re-awarding. Please contact Angie Edwards, edwardsa@uncw.edu, for more details.

