



EXPLORATORY TRAVEL FUND GUIDELINES

GENERAL PURPOSE AND SCOPE

The Vice President for Research and Economic Development and International Programs and the Provost will provide funding for exploratory travel to be awarded in the fall of 2016. The aim of the exploratory travel is to increase the number of faculty-led short-term programs towards an end of increasing students' cultural competence. Additionally, funded travel will help to ensure faculty preparedness in safety measures for future short-term programs.

FUNDING PRIORITY

Preference will be given to faculty members who have college and/or department financial support. Applicants are encouraged to secure funding from their departments and/or colleges.

ELIGIBILITY

Any faculty member is eligible to apply for an exploratory travel grant. Per course instructors and adjunct faculty may participate with full time faculty on short-term Study Away programs. Evidence of future collaboration should be indicated in the submitted proposal. Faculty members will not be funded for more than one project per funding cycle.

DEADLINE

The deadline is **5 p.m. Friday, October 7, 2016**. Awards will be announced by October 14, 2016. Completed applications, including all necessary signatures, must be submitted electronically to Study Away Programs at studyaway@missouristate.edu. Additionally, one copy of the signed application must be delivered to Study Away Programs Director Elizabeth Strong in PSU 209. Application documents are posted at this site: <http://international.missouristate.edu/studyaway/>.

SELECTION

The Study Away Advisory Committee (SAAC) will review all applications based on the quality and merits of each proposal. The SAAC will make recommendations to the Associate Vice President of International Programs and the Provost. Final approval of awards will be made by the Associate Vice President of International Programs and the Provost. Faculty members will not be awarded in consecutive years.

EXPENDITURES OF FUNDS

Study Away Program's Accounting Specialist will work with the awardees to pre-pay expenses. Funds needed for onsite payments will be distributed by a travel advance. Awardees must comply with Financial Services policy regarding travel: <http://www.missouristate.edu/inancialservices/travelregulations.htm>.

FORMAT

Applicants are asked to submit a proposal that includes:

- A completed cover sheet (use form provided)
- A 100-word abstract
- Travel narrative (2-3 pages, 12 point type, double spaced)
 - The course that will be the expected outcome of the travel
 - Implementation and timetable of course
 - Roles of collaborators (if partnering with an international organization)
 - Expected impact on students
 - A completed budget and budget abstract (use forms provided)
 - Applicant's response to concerns related to the designated country's safety, health, or travel issues

REQUIREMENTS

- Faculty members must agree to develop a short-term program to the travel location within two years of the funded travel.
- Only one faculty member will be funded for exploratory travel.
- Proposals should account for foreseeable changes in the budget, e.g., increases in airfare. Award amounts are final.
- Exploratory funds are only granted to faculty who have accounts in good standing, i.e., balances of \$200 or less, with the University. Accounts must be in good standing at the time the award is granted as well as at the time travel arrangements are made.
- Awardees will complete travel expense and one-page narrative report within two weeks of return to the States and submit these documents to Study Away.
- Awardees must complete exploratory travel within 12 months of award notification.

SUBMISSION

Applicants should submit one hard copy of their application packets to:

Elizabeth Strong
Director, Study Away Programs
PSU 209

One digital copy (with signatures) as a PDF file also should be sent to: studyaway@missouristate.edu.

AWARDS

Acceptable budget items include:

- Airfare
- Ground transportation
- Lodging
- Meals
- Material, supplies, and services
- Visa tourist card (note: passport fees are not acceptable budget items)

EXPLORATORY TRAVEL FUND PROPOSAL COVER SHEET

Applicants should submit one hard copy of their application packets to:

Elizabeth Strong
Director, Study Away Programs
PSU 209

One digital copy (with signatures) as a PDF file also should be sent to: studyaway@missouristate.edu.

NAME: _____ **DATE:** _____

DEPARTMENT: _____ **RANK:** _____

OFFICE PHONE: _____ **EMAIL:** _____

LOCATION OF TRAVEL: _____

APPROXIMATE DEPARTURE DATE: _____ **APPROXIMATE RETURN DATE:** _____

TOTAL BUDGET REQUEST: _____

(Applicants should account for the amount of departmental, college, and/or school support in this figure).

Have you previously traveled to the country in your proposal? Yes No

If yes, when? _____

If yes, for what reason? _____

If yes, how often do you travel to this country? _____

Are you, or a family member, a native of this country? Yes No

If yes, please explain: _____

I have read the Standards of Good Practice for Education Abroad from the Forum on Education Abroad <<http://www.forumea.org/standards-standards.cfm>> and will abide by these principles in planning my forthcoming short-term program.

APPLICANT'S SIGNATURE

EXPLORATORY TRAVEL FUND ENDORSEMENTS

DEPARTMENT HEAD AND COLLEGE DEAN COMMENTS ON TRAVEL

Specific comments by the department head and dean/school director are expected and will be reviewed as part of the selection criteria. If the department head, school director, or dean plans to financially support this travel, s/he should indicate the level of support below.

DEPARTMENT HEAD'S STATEMENT:

AMOUNT OF FINANCIAL SUPPORT: _____

DEPARTMENT HEAD'S SIGNATURE

DEAN'S STATEMENT:

AMOUNT OF FINANCIAL SUPPORT: _____

DEAN'S SIGNATURE

EXPLORATORY TRAVEL FUND BUDGET REQUEST

EXPLORATORY TRAVEL FUND BUDGET AWARD

AIRFARE _____

AIRFARE _____

SUBTOTAL: _____

SUBTOTAL: _____

GROUND TRANSPORTATION _____

GROUND TRANSPORTATION _____

SUBTOTAL: _____

SUBTOTAL: _____

LODGING _____

LODGING _____

SUBTOTAL: _____

SUBTOTAL: _____

MEALS _____

MEALS _____

SUBTOTAL: _____

SUBTOTAL: _____

SERVICES¹ _____

SERVICES¹ _____

SUBTOTAL: _____

SUBTOTAL: _____

TOTAL OF ABOVE ITEMS: _____

TOTAL OF ABOVE ITEMS: _____

**(LESS) AMOUNT OF
PLEGGED SUPPORT²:** _____

**(LESS) AMOUNT OF
PLEGGED SUPPORT²:** _____

**TOTAL AMOUNT
REQUESTED:** _____

**TOTAL AMOUNT
AWARDED:** _____

**AMOUNT APPROVED BY THE ASSOCIATE VICE PRESIDENT OF
INTERNATIONAL PROGRAMS:** _____

REASON FOR DISALLOWANCE FOR ANY ITEM APPROVED BY THE SAAC:

¹Please describe in detail what will be included in this category in the Budget Abstract.

²Applicant should subtract all amounts of department, school, and college support from the initial budget request total.

EXPLORATORY TRAVEL FUND BUDGET ABSTRACT

A budget abstract, which explains the funding requested, must be included.