



## Study Away Exploratory Travel Fund Guidelines

### General Purpose and Scope

The office of the Provost will provide funding for faculty exploratory travel. Applicants are encouraged to secure funding from their department and/or college. The aim of the exploratory travel funds is to increase the number of faculty-led short-term programs as a means to increase cultural competence as the University prepares students for success in a global society. Additionally, the funds support travel to ensure faculty preparedness in safety measures for future short-term programs. This year, \$10,000 is available for the Exploratory Travel Fund program.

### Funding Priority

Preference will be given to faculty members who have college support and dean approval ensuring partial funding from the dean.

### Eligibility

Any faculty member is eligible to apply for an exploratory travel grant. Per course instructors and adjuncts can submit an application as long as they can collaborate on future short-term programs with a full-time faculty member. Faculty members will not be funded for more than one project per funding cycle.

### Deadlines

The deadline is 5 p.m. on April 9, 2012 for the first round of applications. Awards will be announced by April 18, 2012. Applications need to be submitted electronically to the Study Away Programs at the following address: [studyaway@missouristate.edu](mailto:studyaway@missouristate.edu). Additionally, one copy of the signed application must be

delivered to Study Away Programs, Morris Center Room 403. Application documents are posted to this site: <http://international.missouristate.edu/studyaway/>.

### Selection

Review of all applications will be conducted by the Study Away Committee. Committee membership is available on the Study Away website. Applications will be reviewed based on quality and merit of the proposal. Faculty 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 on-site payments will be distributed by a travel advance. Awardees must comply with Financial Services policy regarding travel. See

<http://www.missouristate.edu/financialservices/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 font type, double space).
  - 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

### Awards

Acceptable budget items include:

- Airfare
- Ground transportation
- Lodging
- Meals
- Material, supplies, and services

### Guidelines

#### **Requirements**

- Faculty members must agree to develop a short-term program to the travel location within 2 years of the funded travel.
- Funds are limited. The travel funds will be disbursed as demands are made and accepted by the committee.
- Exploratory funds are only granted to employees who have accounts in good standing with the University.
- Awardees will complete a travel expense report within two weeks upon return to the States.

#### Submission

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

Elizabeth Strong  
Director, Study Away Programs  
Morris Center, room 403

And one digital copy (with signatures) as a pdf file should be sent to  
[studyaway@missouristate.edu](mailto:studyaway@missouristate.edu)

## Study Away Exploratory Travel Funds Proposal Cover Sheet

(Applicant must provide 1 copy of the application to the Study Away office  
and one pdf file [post signatures] to [studyaway@missouristate.edu](mailto:studyaway@missouristate.edu))

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Office phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rank: \_\_\_\_\_

Location of travel: \_\_\_\_\_

Approximate departure date: \_\_\_\_\_ Approximate return date: \_\_\_\_\_

Total Budget Request: \$ \_\_\_\_\_

I have read the Standards of Good Practice for Education Abroad from the Forum on Education  
Abroad and will abide by these principles in planning my forthcoming short-term program.

<http://www.forumea.org/standards-standards.cfm>

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
College Support of Travel (if any)

\_\_\_\_\_  
Department Support of Travel (if any)

College Dean and Department Head Comments on Travel: SPECIFIC COMMENTS BY THE COLLEGE AND DEPARTMENT/SCHOOL ON THE PROPOSED TRAVEL ARE EXPECTED AND WILL BE A PART OF THE SELECTION CRITERIA.

Department Head's Statement:

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Department Head's Signature

Dean's Statement:

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College Dean's Signature

Budget				
Requested			Approved (To be completed by the Committee)	
<b>Airfare</b>	\$ _____		\$ _____	
	\$ _____		\$ _____	
	<b>SUBTOTAL</b>	\$ _____		\$ _____
<b>Ground Transportation</b>	\$ _____		\$ _____	
	\$ _____		\$ _____	
	<b>SUBTOTAL</b>	\$ _____		\$ _____
<b>Lodging</b>	\$ _____		\$ _____	
	\$ _____		\$ _____	
	<b>SUBTOTAL</b>	\$ _____		\$ _____
<b>Meals</b>	\$ _____		\$ _____	
	\$ _____		\$ _____	
	<b>SUBTOTAL</b>	\$ _____		\$ _____
<b>Services*</b>	\$ _____		\$ _____	
	\$ _____		\$ _____	
	<b>SUBTOTAL</b>	\$ _____		\$ _____
<b>TOTAL AMOUNT REQUESTED</b>			<b>TOTAL AMOUNT AWARDED</b>	
		\$ _____		\$ _____

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

**A BUDGET ABSTRACT MUST BE INCLUDED EXPLAINING FUNDING REQUESTED.**

See reverse side for budget abstract sheet.

## BUDGET ABSTRACT