



# Study Away Exploratory Travel Fund Guidelines

## General Purpose and Scope

The Provost and the Vice President of Research and Economic Development will provide \$20,000 in funding for faculty exploratory travel in 2013-14. A portion of this fund was distributed in fall 2013. The second round of funding will occur in spring 2014. 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 submit an application as long as they can collaborate on future short-term programs with a full-time faculty member. 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. Monday, April 7, 2014**, for the spring 2014 round of applicants. Awards will be announced by April 18, 2014. Completed applications, **including all necessary signatures**, need to be submitted electronically to 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 Director Elizabeth Strong at either PSU 209 or Morris Center 403. Application documents are posted at this site: <http://international.missouristate.edu/studyaway/>.

## Selection

Review of all applications will be conducted by the Study Away Advisory Committee (SAAC). Committee membership is available on the Study Away website. Applications will be reviewed based on the quality and merit of the proposal. 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 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>.



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### 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.
- Funds are limited. The travel funds will be disbursed in two rounds during 2013-14.
- 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 of return to the States.
- Awardees will complete a one-page travel report on their travel within two weeks of return to the States.

### Submission

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

Elizabeth Strong  
Director, Study Away Programs  
MCCE 403 or PSU 209

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

### Awards

Acceptable budget items include:

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



## Study Away Exploratory Travel Fund Proposal Cover Sheet

Applicant must submit one hard copy of his/her application packet to:

**Elizabeth Strong**  
Director, Study Away Programs  
MCCE 403 or PSU 209

And one digital copy (*with signatures*) as a PDF file to: [studyaway@missouristate.edu](mailto:studyaway@missouristate.edu)

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

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

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Travel: \_\_\_\_\_

Approx. Departure Date: \_\_\_\_\_ Approx. Return Date: \_\_\_\_\_

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

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

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



# Study Away 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:

\_\_\_\_\_  
Department Head's Signature

Amount of Departmental Support: \$ \_\_\_\_\_

### Dean's Statement:

\_\_\_\_\_  
College Dean's Signature

Amount of College Support: \$ \_\_\_\_\_



# Study Away Exploratory Travel Fund Budget

## Requested

Airfare \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Ground Transportation \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Services\* \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

**TOTAL, ABOVE ITEMS:** \$ \_\_\_\_\_

**(LESS) AMOUNT OF PLEDGED SUPPORT\*\*:** -\$ \_\_\_\_\_

**TOTAL AMOUNT REQUESTED:** = \$ \_\_\_\_\_

## Awarded (to be completed by the Study Away Advisory Committee)

Airfare \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Ground Transportation \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

Services\* \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

**TOTAL, ABOVE ITEMS:** \$ \_\_\_\_\_

**(LESS) AMOUNT OF PLEDGED SUPPORT\*\*:** -\$ \_\_\_\_\_

**TOTAL AMOUNT AWARDED:** = \$ \_\_\_\_\_

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

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

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

See next page for budget abstract sheet.



# Study Away Exploratory Travel Fund Budget Abstract