



EXPLORATORY TRAVEL FUND GUIDELINES

GENERAL PURPOSE AND SCOPE

Study Away Programs will provide funding for exploratory travel to be awarded in the spring of 2017. The aim of exploratory travel is to increase the number of faculty-directed 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

Applicants are required to secure a portion of travel funding from their departments and 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.

EXPLORATORY TRAVEL FUND WORKSHOP

Study Away Programs and the Study Away Advisory Committee will host an Exploratory Travel Fund Workshop on Wednesday, March 8, 2017 from 2 to 3 pm in Glass Hall room 227. The purpose of the workshop is to provide guidance and helpful tips to prospective Exploratory Travel Fund applicants.

DEADLINE

The deadline is **5 pm Friday, March 31, 2017**. Awards will be announced by April 12, 2017. 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 decide on award funding. 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 travel advance. Awardees must comply with Financial Services policy regarding travel: <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 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

- Some level of financial support must be secured from the applicant's dean and department head.
- 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 a travel expense report within two weeks of return to the States.
- Awardees will complete a one-page travel expense and one-page narrative report within two weeks of return to the States.
- Awardees must complete exploratory travel within 16 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

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.

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**APPLICANT****AIRFARE****SUBTOTAL:****GROUND TRANSPORTATION****SUBTOTAL:****LODGING****SUBTOTAL:****MEALS****SUBTOTAL:****SERVICES¹****SUBTOTAL:****TOTAL OF ABOVE ITEMS:****(LESS) AMOUNT OF
PLEGGED SUPPORT²:****TOTAL AMOUNT
REQUESTED:****STUDY AWAY ADVISORY COMMITTEE****AIRFARE****SUBTOTAL:****GROUND TRANSPORTATION****SUBTOTAL:****LODGING****SUBTOTAL:****MEALS****SUBTOTAL:****SERVICES¹****SUBTOTAL:****TOTAL OF ABOVE ITEMS:****(LESS) AMOUNT OF
PLEGGED SUPPORT²:****TOTAL AMOUNT
AWARDED:****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.