

Program/Project Title \_\_\_\_\_

Name \_\_\_\_\_

## Faculty Guidelines for International Travel Study Requests

This is a set of guidelines for faculty to develop proposals for international travel/study. Any faculty member wishing to secure full or partial funding for international travel/study will need to describe the travel activity and how it will relate to their and their students' learning experiences, and to the college internationalization of the curriculum goals. The approval of proposals is a competitive process evaluated by a subcommittee of the Task Force on International/Intercultural Education who will make recommendations to the full Task Force. The Task Force will review the recommendations to assess if they meet the priorities described below:

- 1) relevancy with a particular discipline and expertise of the individual submitting the proposal, including the support of the academic dean, via signature on this form;
- 2) institutional priorities, as they relate to annual globalization goals of the college, including curriculum change, service learning, contact training, and partnership development; also, potential to enhance students' learning opportunities and experiences and interdisciplinary proposals will be given extra weight;
- 3) proper budget request – realistic travel costs, substantiated by a budget proposal with supported documentation; please specify if this is a one-year, one-time commitment or multi-year expectation: if multi-year, please submit an estimate of expenses/revenues for next year's budget;
- 4) applicant must be willing to meet with the Task Force (if requested) to explain in more detail the proposal and to share experiences with the college community once the travel has been completed;
- 5) proposal should not exceed 10 pages in length, should be double-spaced and attached to this cover sheet;
- 6) the approval process is 1) preliminary discussion with dean for go-ahead; 2) development of full proposal with dean's signature submitted to Task Force subcommittee via the Center for International Education; 3) subcommittee's recommendations forwarded to Task Force; and 4) Task Force forwards recommendation to Vice President of Academic Affairs for approval.

### Travel Expenses

- Transportation
    - Car \_\_\_\_\_
    - Airplane \_\_\_\_\_
    - Other Transportation \_\_\_\_\_
  - Seminar, Conference, Professional Association Fee \_\_\_\_\_
  - Food \_\_\_\_\_
  - Lodging \_\_\_\_\_
    - Number of Nights \_\_\_\_\_
    - Number of People in Room \_\_\_\_\_
  - Travel Documentation (visas, etc., passport not included) \_\_\_\_\_
  - Miscellaneous \_\_\_\_\_
- Total Expenses** \_\_\_\_\_

**Funding:** From Other Sources \_\_\_\_\_  
(attach documentation such as PDC, grant source)

Personal \_\_\_\_\_

Other \_\_\_\_\_

**Total Funds Requested** \_\_\_\_\_

\_\_\_\_\_  
Dean Authorization

\_\_\_\_\_  
Date

**CRITERIA FOR EVALUATION:**

**100 pts.**

- I. Extent of Need of Project (30 pts.)
  - Needs must be clearly defined – proposal objectives must support the attainment of the globalization/internationalization goals of the college.
  
- II. Plan of Activities (20 pts.)
  - how effective is the plan to meet goals of the project and the college
  - assume proper administration of project
  - what extent do objectives and anticipated results relate to the goals of the college
  
- III. Appropriateness of Applicant Proposal and Project Plans with Background (20 pts.)
  - appropriate experience and qualifications are relevant to proposal
  - application is relevant to project
  
- IV. Budget (10 pts.)  
(adequate to support project and costs are reasonable?)
  
- V. Visible Evaluation/Assessment Plan (10 pts.)  
(adequacy of provisions for evaluations and relationship to learning outcomes assessments)
  
- VI. Extent of Matching Funds from Other Sources (10 pts.)  
(funds form other sources leveraging International Studies fund, i.e. college and/or foundation professional development funding, grants, or private sources)

**Total (100 pts.)**  
(minimum needed for approval, 90 pts.)

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Subcommittee Point Allocation

- I. Extent of Need of Project (30 pts.) \_\_\_\_\_
  
- II. Plan of Activities (20 pts.) \_\_\_\_\_
  
- III. Appropriateness of Applicant Proposal  
and Project Plans with Background (20 pts.) \_\_\_\_\_
  
- IV. Budget (10 pts.) \_\_\_\_\_
  
- V. Visible Evaluation/Assessment Plan (10 pts.) \_\_\_\_\_
  
- VI. Extent of Matching Funds from Other Sources (10 pts.) \_\_\_\_\_
  
- TOTAL** \_\_\_\_\_