



# International Travel Grants

## 2009-10

---

*The University of Minnesota supports the international activities of its faculty through the International Travel Grant program. The program is designed to enable University faculty on all campuses to participate in one-time research or conference opportunities, or to fund initial phases of projects that will ultimately be supported by other sources. Proposals from departments requesting funds for planning or initiating activities are also welcome.*

### The Grants

---

The International Travel Grants are supported by the University of Minnesota central administration and are available to faculty with regular (tenured and tenure-track) appointments. Funds from this program may be awarded to professional/administrative staff at the discretion of OIP. Academic staff applicants must be engaged in activities considered essential to the development of international educational programs at the University. Departments may also submit proposals that include broader involvement.

Grants are made each academic term. For individuals, grants generally range from \$1,000 to \$1,500. To receive an OIP grant, the faculty member should show that some level of *matching funds* are confirmed from another institutional source, such as a department, college, professional society, foundation, or government agency. In-kind support from a host institution will also be considered to meet the matching-fund requirement.

Departmental projects, or those involving more than one faculty member, may be funded at a higher level.

### Activities Supported

---

The following categories are supported:

1. Collaborative research, service, or technical assistance projects with foreign colleagues.
2. Educational exchanges with foreign institutions that will enhance the international character of the University. This category includes the possibility of supporting travel and expenses of University of Minnesota faculty as well as faculty from foreign institutions, but does not support travel on an ongoing basis.

3. Projects that enhance the internationalization of curricula including planning trips for study abroad programs. (Expenses for faculty while leading a program are not eligible.)
4. Individual research of an international nature.
5. Seminars, lectures, conferences, exhibits, etc., of international scope held at the University of Minnesota involving international scholars from outside the University.
6. Participation in professional international conferences or meetings that are held outside the United States. Preference will be given to conferences that are linked to the strategic goals of the college or unit, joint presentations with international colleagues, or conferences that have the potential for developing longer-term relationships or projects.

### Application Procedure

---

Applications should be submitted using OIP's online application system by the appropriate deadline—, April 6, August 3, or December 1, 2009. The online application can be found at <http://www.international.umn.edu/funding/travelgrant/>.

When completing the online application, applicants should be prepared to submit:

**One- to two-page proposal.** This should describe the proposed activities and the expected benefits to the individual and the University. If a proposal has already been developed for another funding source, it may be substituted for this requirement.

**Link to online curriculum vitae, if available.** An abbreviated version listing relevant publications of the last five years or a copy of the applicant's current

curriculum vitae. If the proposal requests support for a foreign colleague, please substitute the curriculum vitae of the visitor.

**Letter of support from department chair, if applicable.**

Proposals that involve more than individual faculty activities and scholarship should provide a letter (or email) of support to [m-schn@umn.edu](mailto:m-schn@umn.edu).

## Application Evaluation and Significant Considerations

---

Applications will be evaluated according to the priority of the activity supported, the role of the applicant in the project, the relation of the activity to the international character of the University, and in some cases the confirmation of matching funds.

Requests for future grants will be considered only if results and benefits from previous grants have been reported.

Faculty members will generally not be awarded more than one grant in a 12-month period, which begins on the travel departure date. Preference may be given to individuals who have not been previously supported by the program.

Proposals promising long-term results will take precedence over a short-term activity such as a one-time presentation of a paper at an international conference. However, grants are not meant to provide sole support for long-term research activities.

## Obligations of the Grantee

---

The grantee should submit a report on the project to the Office of International Programs within 30 days of completion. It need not be lengthy and may be a copy of a report that fulfills the requirements of other grants supporting the activity.

Receipts for travel and other expenses must be provided when claiming or documenting costs.

## Health & Safety

---

**MEDEX:** All faculty and staff who participate in any of the University's health insurance plans are covered by the MEDEX Emergency Medical Assistance Program, which provides worldwide emergency medical assistance—including assistance with emergency

evacuations and repatriations—and other travel assistance services when 150 or more miles away from home. For more information, go to <http://www1.umn.edu/ohr/benefits/medical/medex/>.

**State Department Resources:** Destination-specific health and safety information is available on the U.S. Department of State's website, specifically consular information sheets, public announcements, and travel warnings. For more information, go to <http://travel.state.gov/>.

**Travel Resources:** Additional travel resources are available through the University's International Directory at <http://www.international.umn.edu/directory/travel.html>.

## Application Deadlines

---

Grants will be made each term on a competitive basis. Applications must be submitted online by the following dates:

	For Activities	Notification
April 6, 2009	May June July August	April 27, 2009
Aug. 3, 2009	September October November December	Aug. 24, 2008
Dec. 1, 2009	January February March April	Dec. 22, 2009

## Contact

---

Questions about the OIP International Travel Grant program should be referred to Molly Portz, at 612-626-8792 or [mportz@umn.edu](mailto:mportz@umn.edu).