

**IOWA STATE UNIVERSITY  
FOREIGN TRAVEL GRANT APPLICATION RULES & GUIDELINES**

1. Members of the budgeted staff with faculty rank are eligible for foreign travel grants. The *ISU Faculty Handbook* (latest edition) has the official rules.
2. Travel to and from **one** location per grant request is allowed.
3. Group applications will not be considered except in extraordinary circumstances in which the foreign activity is clearly a group activity.
4. Application Procedures:
  - a. Normally an application should be submitted before travel. Applications should be submitted to your Chair for fall review if travel will occur during fall or spring semester, for spring review if travel is planned during spring or summer and for late spring review if travel is planned during summer or fall.
  - b. If your request was not funded, you may reapply if the timing is appropriate.
  - c. If a faculty member becomes aware of a travel opportunity after the previous review and if travel would occur before the next review, an application may be submitted after travel has occurred. Documentation of the chronology that prevented the applicant from meeting the previous review deadline must be included with the application. If the application is not funded, reapplication is not permitted.
  - d. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant program are encouraged to apply.
  - e. Applications from faculty who are leading student study or tour groups are not reviewed by this committee.
  - f. There must be a two year interval between trips funded by this program.
  - g. For FY 2009-2010 applications must be in the Faculty Senate Office by noon according to the dates below:

| <u>Travel Starting Date</u>      | <u>Due Date</u> |
|----------------------------------|-----------------|
| 16 August 2009 - 13 May 2010     | 2 October 2009  |
| 17 January 2010 - 15 August 2010 | 22 January 2010 |
| 16 May 2010 - 16 January 2011    | 2 April 2010    |

Colleges will set individual deadlines to meet their own review needs.

5. Application forms are available through the Dean's office, from the College representative to the Faculty Senate Committee on Recognition and Development, or from the Faculty Senate homepage (<http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>). Only application forms with the revision date of 7/09 should be used.
6. Awards will be 75% of the lowest appropriate round trip fares as quoted an ISU Official Travel Agent, obtained by the Faculty Senate Office. Awards will not exceed 75% of the lowest quoted appropriate air fare from Des Moines to a single principle city or, if the applicant chooses to have travel originate outside of Des Moines, 75% of the lowest appropriate airfare between that place and a single principal city, whichever is less. It is unnecessary for applicants to obtain fare information.
7. The committee will evaluate the proposal and the supporting information suggested below in items 8 and 9. For this reason, a CV is no longer required. Please do not submit it. (Exception: LAS requires a CV for college action, but the CV is not forwarded to the university committee.)
8. Copies of letters of invitation to speak, perform, lecture, comment, etc., and of acceptance(s) of paper(s), should be attached. Include translations of any foreign language materials. The papers themselves are not needed.
9. Include any other relevant material pertaining to the conference, workshop, performance site, organization, association, etc., that may assist the Faculty Senate Committee on Recognition and Development in determining the significance of the proposed travel.
10. Applicants who have had previous FTGs are asked to describe briefly what benefits accrued as a result of the grant.

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FOREIGN TRAVEL GRANT APPLICATION\***

|  |             |   |  |
|--|-------------|---|--|
| <b>Name:</b>   |             | <b>Date:</b>                            |  |
| <b>Academic Rank:</b>  |             | <b>Base:</b>                            |  |
| <b>Ranking Dept.:</b>  |             | <b>Ranking College:</b>                 |  |
| <b>Secondary Dept.:</b>  |             | <b>Secondary College:</b>               |  |
| <b>Campus Address:</b>   |             |   |  |
| <b>List all previous ISU Foreign Travel Grants:</b>                              |             | <b>None:</b>                            |  |
| <b>If received, list month/year:</b>   |             |   |  |
| <b>Have you sought other funds to support this trip?</b>                         |             |   |  |
| <b>No:</b>   | <b>Yes:</b> | <b>Where:</b>                           |  |
| <b>How much?</b>   |             | <b>Status:</b>                          |  |
| <b>How much for travel?</b>  |             | <b>Status:</b>                          |  |
| <b>Principal Destination City and Country:</b>                                   |             |   |  |
| <b>Approximate Dates of Departure &amp; Return:</b>                              |             |   |  |
| <b>What is the purpose of your travel? Fill in appropriate categories below:</b> |             |   |  |
| <b>Presenting invited</b>  |             | <b>or contributed</b>                   | <b>paper(s) at meeting organized by:</b> |
| <i>(Attach a copy of the letter of acceptance(s) of your paper(s).)</i>          |             |   |  |
| <b>Member of technical or organizing committee:</b>                              |             | <b>Consulting:</b>                      | <b>Research:</b>                         |
| <b>Faculty Improvement Leave:</b>  |             | <b>Lecture or Artistic Performance:</b> |  |
| <b>Other:</b>  |             |   |  |
|  |             |   |  |

Attach a proposal of one to three pages that describes how this travel will enhance your teaching, research, and/or outreach/extension responsibilities at ISU and how it will benefit the department, college, and the university. If you have had previous FTGs, please include a very brief description of the benefits accrued as a result of that grant. Please do not attach CVs. (Exception: The College of LAS requires CVs, but CVs are not forwarded to the University Committee.)

Awards will be 75% of lowest appropriate air fare as determined by an ISU travel agency, from Des Moines to a single principal city. It is unnecessary for applicants to obtain fare information.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Chair
Dean

\*For additional information, see the attached guidelines, read the relevant material in the ISU Faculty Handbook, or contact the chair of your college committee. Request will be accepted only if signed by all of the applicant's Chair(s) and Dean(s) and forwarded through the college of the applicant's Faculty Senate voting preference.