

**IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY
INTEROFFICE COMMUNICATION**

**FACULTY SENATE OFFICE
103 Lab of Mechanics
294-9717 -- FAX 294-8627**

DATE: June 30, 2009

TO: Dean Pam White Dean Mike Whiteford
Dean Luis Rico-Gutierrez Dean Labh Hira
Dean Jonathan Wickert Dean Wendy Wintersteen
Dean Olivia Madison Dean John Thomson

FROM: Heimir Geirsson, Chair
Faculty Senate Committee on Recognition and Development
103 Lab of Mechanics
4-9717 or 4-8569
email: geirsson@iastate.edu

RE: Foreign Travel Grant Applications

This note is written to establish deadlines for Foreign Travel Grant applications for FY 2009-2010. The applications (the original plus 8 copies) are due at noon in the Faculty Senate Office, 103 Laboratory of Mechanics, on the dates indicated. Foreign Travel applications can be found at the following website:

<http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>. These dates give each applicant two opportunities to apply, though applications before travel are encouraged.

Travel Starting Date

Due Date

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

Please ask the chair of your college Foreign Travel Grant Committee to forward the applications to you (9 copies, one of which is the original) in priority order so that it will be possible for you to meet these deadlines.

Please use the *Iowa State University Foreign Travel Grant Application Rules & Guidelines*, dated 7/09 and the *Iowa State University Foreign Travel Grant Application*, dated 7/09. Copies are attached or can be found at the following website: <http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>. Previous editions of these forms are obsolete and should not be used. **It is also important that, as the Dean, you sign each application as approval for the applicant to be away from the university for the period indicated on the form.** FTG Criteria are given in the *ISU Faculty Handbook* (http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/). Because competition for these grants is so keen, applicants are encouraged to study the criteria carefully.

The amount of the grant will be 75% of the airfare, to a single destination if a multiple-destination itinerary is proposed, as determined by an ISU travel agency. Because of this procedure, it is not necessary for applicants to obtain airline fare quotes. We have established this procedure because of the rapid changes in fares. Also, the relatively new university travel regulations require careful adherence to the rules.

Encl: 7/09 *Foreign Travel Grant Application Rules & Guidelines*
7/09 *Foreign Travel Grant Application*