

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

## INTEROFFICE COMMUNICATION

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

**DATE:** June 13, 2022

**TO:** Dean Dan Robison  
Dean Daniel Grooms  
Dean Laura Jolly  
Dean Hillary Seo

Dean Sam Easterling  
Dean Luis Rico-Gutierrez  
Dean Beate Schmittmann  
Dean David Spalding

**FROM:** Daniel Andersen, Chair  
Faculty Senate Committee on Recognition and Development  
103 Lab of Mechanics  
4-9717 or 4-4210  
email: dsa@iastate.edu

**RE:** Foreign Travel Grant Applications

This note is written to establish deadlines for Foreign Travel Grant applications for FY 2022-2023. The applications are due at noon in the Faculty Senate Office on the dates indicated. Please send the applications with the Dean's cover memo in pdf format to Sherri Angstrom, [sangstro@iastate.edu](mailto:sangstro@iastate.edu). Foreign Travel applications can be found at the following website: <http://www.facsen.iastate.edu/foreigntravel>. These dates give each applicant two opportunities to apply, though applications before travel are encouraged.

<u>Travel Starting Date</u>	<u>Due Date</u>	<u>Notification of Award Date</u>
1 November 2022 - 30 June 2023	14 October 2022	4 November 2022
1 March 2023 - 31 October 2023	27 January 2023	17 February 2023
1 June 2023 - 31 January 2024	7 April 2023	21 April 2023

Please ask the chair of your college Foreign Travel Grant Committee to forward the applications to you 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 7/22 and the *Iowa State University Foreign Travel Grant Application*, dated 7/22. Copies are attached or can be found at the following website: <http://www.facsen.iastate.edu/foreigntravel>. 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/resources/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, as estimated from Expedia at the time of application submission. 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 university travel regulations require careful adherence to the rules.

Encl: 7/22 *Foreign Travel Grant Application Rules & Guidelines*  
7/22 *Foreign Travel Grant Application*