

CBCS Faculty International Travel Grant Program

Due Dates (twice per year): October 27, 2017 & March 2, 2018

Decision Date: Within approximately one month of due dates

Submit the proposal electronically: E-mail a PDF file of your application to CBCSResearchCouncil@usf.edu.

SUBMISSION DEADLINE FOR RECEIPT – Friday, March 2, 2018 at 5:00 PM

(Awards Announced on or around March 30, 2018)

Documents sent after 5:00 PM **WILL NOT BE ACCEPTED**

Listed below are the components of a complete application package. Use this checklist to ensure that your application is complete and in compliance with the application requirements.

Include the checklist with your proposal application

CHECK OFF	REQUIRED DOCUMENTS
	<p>1. Cover Page The electronic PDF application must include all required signatures. Non-tenure track faculty must submit a letter signed by their department head and supervisor confirming that the applicant has approval to seek external funding to travel, is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research for which this travel will enhance their professional development, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent research accomplishment and other contractual obligations.</p>
	<p>2. Proposed Budget and Justification Request the minimum amount of funding needed for the trip. The justification should provide a breakdown of estimated travel expenses (e.g., air, lodging, etc.). Please indicate other funds procured or being requested.</p>
	<p>3. Travel Agenda (limited to one page) Describe travel plans, pertinent meetings, conference program, etc.</p>
	<p>4. Rationale/Significance for Travel (limited to two pages) Include objectives for travel.</p>
	<p>5. Abstract/Description of ALL Presentations (limited to 350 words each)</p>
	<p>6. Link to Curriculum Vita</p>
	<p>7. Submit written invitation or formal acceptance of a presentation</p>

CBCS Faculty International Travel Grant Program

Due Date: Fall/Spring semesters Decision Date: Within one month of application due dates

Overview

This program is designed to provide financial support for scholarly activities by the College of Behavioral and Community Sciences (CBCS) faculty at major universities, research institutes, government agencies, and professional conferences/workshops. This grant opportunity is designed to provide targeted support for faculty travel that is directly related to future or current sponsored research grant applications or significant publications. Priority will be given to planned efforts to develop international research collaborations. The CBCS will provide funds up to a maximum amount of \$2,000 for this initiative depending on the location of the travel (international versus domestic). This grant is intended to promote innovative interdisciplinary research with international research centers or groups and facilitate access to important resources (data, expertise, equipment) needed to enhance the competitiveness of research grant applications and/or scholarly dissemination by CBCS faculty. This grant is NOT meant to substitute for other USF or CBCS grants, but may be combined to cover costs of international travel. The intended areas of support of this grant include but are not limited to:

- (1) Travel that involves interactions with researchers from other countries that has the potential to develop collaborative relationships with proposed activities that are likely to lead to a sponsored grant application, such as:
 - a. Travel to present research/learn about related research of potential collaborators
 - b. Travel to gather or access data to be used for a preliminary or feasibility study
 - c. Travel to attend a workshop on a subject needed for a future proposal
- (2) Travel to give presentations and attend presentations at major national/international conferences. The type of presentation, the prestige and scope of the conference, and the identification of potential collaborators will be considered.
- (3) Other international scholarly activities deemed valuable by the CBCS Research Council.

Applicant Eligibility

- (1) The applicant must be a CBCS faculty member in a renewable position that is required to conduct independent research for which this travel is essential.
- (2) Non-tenure track faculty must submit a letter signed by their department head and supervisor confirming that the applicant has approval to seek external funding to travel, is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research for which this travel will enhance their professional development, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent research accomplishment and other contractual obligations.
- (3) The applicant must be a current CBCS faculty member for the duration of the award.
- (4) If overlapping funding is utilized, the applicant must notify the CBCS Research Council (applications for travel fully funded by other resources will not be accepted).
- (5) The proposed travel must occur after the award notification date. Awards will not be retroactive and provided for travel that has already occurred.
- (6) For conference presentations, only applications for oral presentations will be considered.
- (7) Applicants can only apply for the Faculty Travel Grant once per 12 months.

- (8) Final reports must be submitted upon termination of travel (lack of submission will make future applications ineligible).

Budget and Budget Justification

Allowable expenses include: Air and ground transportation, lodging, workshop or conference registration fees, and other incidental expenses specific to the conference or event as described in the USF Travel Manual (<http://usfweb2.usf.edu/uco/travel/TravelRulesRequirements.asp>). Unallowable expenses include: professional membership fees, expenses related to side trips, internet access, fees for designing or printing a poster for presentation at the conference, and any expenses not allowed by the USF Travel Department. Grant funds are event specific and may not be transferred for other trips. Travel must take place for the specific travel requested and the dates specified in the application.

Please be aware that due to limited availability of funds, some grants may receive only partial funding. Discuss any other support (internal or external) awarded or pending (grant, department or university funding) for these items and this scope of work. Include amount, source, funding period and expected notification date (if pending) and show that funding from various sources will not overlap. If unrestricted funds are available to the applicant (e.g., start-up or RIA), discuss why this funding is not being used for this project.

All travel expenses must be approved and processed by the USF Travel Department as outlined in the USF Travel Manual. The grant recipient is responsible for adhering to the USF Travel Department's policies and procedures. Awardees will receive instructions relative to the documents to submit in order to establish a chart field to charge the expenses, submission of the final travel report (Travel Impact Form), and acknowledgement of the support of the Grant.

Evaluation Criteria

Applications will be reviewed by the CBCS Research Council based on the following criteria:

- (1) The **Proposed Budget** provides an adequate justification of travel expenses related to the specific event.
- (2) **Travel Agenda** is a detailed description describing the dates/times and proposed activities throughout the duration of the event requested for the travel grant.
The **Rationale** or **Significance** of traveling to the event is required. Include objectives for travel; the potential importance of the proposed activity to the applicant's research career; and the prestige of the university, research institution, or other organizations sponsoring or hosting the event. The nature and uniqueness of the research collaboration opportunity, potential to enhance faculty proposed research, and clarity and soundness of the objectives and rationale for the proposed activity will be considered. Write so a reviewer (an intelligent non-expert) who is not familiar with your discipline can understand. Describe in layman's terms and avoid using jargon.
- (3) Proposed **Abstracts** or descriptions of all submitted presentations. Include the written invitation and/or formal acceptance received to present.

CBCS Faculty International Travel Grant Program Submission

Deadline: Friday, March 2, 2018, by 5:00 PM

(Award(s) Announced end of March 2018)

NAME:	RANK/TITLE:
TELEPHONE NUMBER:	EMAIL ADDRESS:
DEPARTMENT NAME:	Tenure Status: <input type="checkbox"/> Tenured <input type="checkbox"/> Non-Tenure <input type="checkbox"/> Tenure Earning (include letter from chair/supervisor)
TITLE OF EVENT (descriptive and concise):	
LOCATION (City/State/Country):	
CHECK ONE: <input type="checkbox"/> REGIONAL <input type="checkbox"/> NATIONAL <input type="checkbox"/> INTERNATIONAL	
DATE OF EVENT	
Travel start date:	
Travel end date:	
BRIEF DESCRIPTION OF EVENT AND SPONSORING ORGANIZATION:	
TITLE OF WORKSHOP/PRESENTATION/MEETING:	
CO-AUTHORS (IF ANY) AND THEIR AFFILIATION:	
Total Funds Requested: \$	MAXIMUM \$2,000

Signatures (Print, Sign, and Date)

Principal Investigator	Dept. or Center Head
(Print name above)	(Print name above)
(Sign name above)	(Sign name above)
(Print date above)	(Print date above)