

College of Arts and Sciences International Travel for Scholarly Presentations Funding Program

Objective: The purpose of the International Travel funding program is to assist College of Arts and Science tenure/tenure track faculty members in scholarly attainment by providing a portion of the travel costs to those faculty **who will have an active role – research presentations, plenary presentations, keynote speeches at recognized international meetings.**

Eligibility: Any grant-eligible faculty member (e.g. tenured, tenure-track, research, prof. of practice) in the College of Arts and Sciences may apply.

Award Size: Amount requested per application should not exceed \$1,500.

Program Funding: Funding is limited and awarded on a competitive basis. The number of awards given will depend on the size of awards and the quality of the proposals. This is in addition to other travel related awards. There are two rounds of awards considered each year with the following deadline dates: November 15 and March 15. Awardees should work with their department business manager to set up a cost object to fund expenses.

Mechanism: An individual may submit only one application as Principal Investigator. Proposals that have a high potential to leverage this award to gain external professional recognition and/or funding will be given the highest priority.

- These funds are to assist faculty members in scholarly attainment by providing a portion of the travel costs to those **who will have an active role (presenting papers or serving as officials or initiating research collaborations) at recognized international meetings.**
 - *Examples of non-eligible travel:*
 - Travel to international conferences where you will have no active role (only attending)
 - Travel to meetings convened to discuss research programs
 - Travel for teaching purposes (overseas university guest lecturer)
 - Teaching a course at an international university, etc.
 - Travel to sabbatical destination
 - Travel for postdocs or students
- Faculty members are eligible for only one award each fiscal year.
- Funding is valid upon notification of the award and travel must occur within six months of the notification date.
- These funds are for international travel only.

Application: The International Travel award application will open approximately one month before the deadline date and should be completed in NUGrant by the applicant, endorsed/approved by the department chair and routed to the Associate Dean for Research and Partnerships of the College of Arts and Sciences.

To route a new application:

Access NUGrant at <https://nugrant.unl.edu/system/login>

- Select Internal Competitions
- Select Create New Application
- Select the College of Arts and Sciences International Travel for Scholarly Presentations competition
- Please prepare your proposed budget and any other supporting material in the NUGrant application page.

Allowable/Unallowable Expenses: <http://travel.unl.edu/QuickLinks/AllowableExp>

Evaluation: International Travel awards will be made upon recommendation of the College of Arts and Sciences Research Advisory Committee (CASRAC). Recognizing the differences that exist among the various departments of the College of Arts and Sciences, latitude is given to the department in setting additional criteria for application and award of travel grants within their individual unit. Faculty members may expect to receive from their department chairs a statement concerning eligibility and criteria for award from the International Travel funding program. In the case of multiple applications from a department, the chair may provide a rank order of the applications based on highest to lowest impact in terms of the activity to the faculty member, the department or research group and the research field. Proposals will be ranked first by intellectual merit and then preference will be given to junior faculty. Broad evaluation criteria by the CASRAC would include:

- Clarity and soundness of objectives and rationale for attending the conference
- Potential importance of the presentation to the visibility and reputation of the university
- Prestige of the meeting compared to others in the field of scholarship and research
- Type of presentation (e.g., research presentation, keynote, plenary, poster, collaboration)
- Potential contribution to the state of the art
- Potential contribution to the applicant's professional development as a researcher/scholar
- Support of department chair

Travel Requirements: We follow regular university rules for travel. A pre-trip authorization is required prior to all travel. International travel without an electronic pre-trip authorization will not be reimbursed. Additionally, ALL international airline reservations MUST be made through Travel and Transport to be reimbursed. Please refer to the International Travel Registry – Professional (ITRP) process for more information: <http://travel.unl.edu/international-travel-registration-professional>

Final Report: At the conclusion of the awarded travel, a brief one to three page written report summarizing the activities and accomplishments achieved is due no later than four weeks after the return date. This report is also a requirement to complete the reimbursement of travel expenses. The report should be e-mailed to the Associate Dean for Research and Partnerships, Kirk Dombrowski (kdombrowski2@unl.edu) and the college's financial staff Stephanie Welch (swelch3@unl.edu).

Specifics for Business Staff: Distance funds should be used to pay for the travel. Once the report has been submitted by the awardee and approved by the Associate Dean for Research and Partnerships, distance funds will be transferred from the college to the department. Please contact Stephanie Welch with any questions pertaining to the business aspects of this award.