



## Faculty Travel Grants

Through a Title VI Grant from the US Department of Education, the Consortium for the Study of the Asias (CSA) is able to help fund travel of faculty members of the University of Minnesota Twin Cities campus in support of the activities listed below. Travel awards will be made on a competitive basis.

### Travel Occurs in

June – December 2008  
January – May 2009

### Deadline

April 4, 2008  
November 3, 2008

### Notification Date

Mid April 2008  
Mid November 2008

### Activities Supported

The following activities are supported by the Title VI Travel Grants. This ranking reflects the priorities of the federal grant program.

1. Projects that enhance the internationalization of the curriculum and international interdisciplinary research linkages. Typically these projects pertain to the collection of international materials or archival research to update curriculum with international content and/or to the exploration of international linkages of interdisciplinary research collaboratives.
2. Participation in national or international professional conferences or meetings, coupled with additional activities contributing to the internationalization of the university, such as research, course development, or enhancement of study abroad opportunities or linkages with foreign institutions of higher learning.

Preference will be given to activities that are linked to the strategic goals of the Consortium for the Study of the Asias.

The amount of the award will depend on the project's priority ranking and availability of funds.

**NOTE:** According to US Department of Education guidelines, it is the subject matter of the application that determines whether the project is eligible for funding, not the fact that the application involves international travel.

**NOTA BENE:** Only faculty and instructors of the Twin Cities campus are eligible for funding.

## Application Deadlines for 2007-2008 Academic Year

Grants will be made each term on a competitive basis. Applications must be postmarked or received by CSA on the following dates:

- For travel occurring in June, July, August, September, October, November or December 2008, the application deadline is **April 4, 2008**. Notification of awards will be mid-April 2008.
- For travel occurring in January, February, March, April, or May 2009 the deadline for application is **November 3, 2008**. Notification of awards will be mid-November 2008.

We will accept a limited number of applications between cycles, if funds are left over from the preceding funding cycle. In general, awards in between cycles will not be funded at the same level of support as regular applications due to the limited resources.

## Application Procedures

- **Complete an Application form** (attached)
- **One-page proposal:** Provide a description of the proposed activity and the expected benefits to the individual and to the general area of international studies. If a proposal was already created for another funding source, it may be substituted.
- **If applicable, documentation of matching funds:** Evidence of application for matching funds that have not yet been confirmed is acceptable.

**NOTE:** In case of foreign travel, the final notification might be delayed. IGS, as a federally funded Title VI National resource Center, is required to file a Foreign Travel Approval Request with the US Department of Education more than 30 days prior to the date of departure. For this reason, Faculty Travel Grants for foreign travel will be awarded provisionally, pending approval from the US/ED. In addition, awardees of a grant for foreign travel have to comply with the Fly America Act.

**Non-compliance with this US Department of Education rule will result in loss of funding.**

In general, individuals are eligible for only one travel award per academic year. It is the policy of CSA to support faculty travel of as many departments as possible. Therefore, the number of grants awarded to a single department in any given year might be limited depending on available funds.

Awards are typically in the \$750 range.

## Obligations of the Awardee

The awardee should complete a Travel Authorization form two weeks prior to leaving the University. Receipts for travel should be provided when claiming or documenting travel costs.

All inquiries and completed applications should be sent to:

Anne Jin Soo Preston  
Consortium for the Study of the Asias  
214 Social Sciences Bldg.  
267-19 Avenue South  
Minneapolis, MN 55455

Phone: 612-625-6103

Fax: 612-626-2242

E-mail: [apreston@umn.edu](mailto:apreston@umn.edu)

Consortium for the Study of the Asias

FACULTY TRAVEL GRANTS

Supported by a Asian Studies Title VI Grant from the US Department of Education

General Information

Name \_\_\_\_\_ Rank/Title \_\_\_\_\_

Department \_\_\_\_\_

College \_\_\_\_\_ Phone \_\_\_\_\_

Campus Address \_\_\_\_\_

U of MN ID Number \_\_\_\_\_ (University requirement for reimbursement)

Project Proposal

Place/Country of Destination \_\_\_\_\_ Dates of Travel \_\_\_\_\_

Brief Description of activity (10-20 words) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget Summary

Total travel expenses \$ \_\_\_\_\_

Matching Funds confirmed Source \_\_\_\_\_ \$ \_\_\_\_\_

Matching Funds pending Source \_\_\_\_\_ \$ \_\_\_\_\_

Travel Grant request \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments

- Please attach: \_\_\_ a one-page proposal describing the activity
\_\_\_ documentation of matching funds,
\_\_\_ letters of invitation, if available.

Return to Anne Jin Soo Preston, Consortium for the Study of the Asias, 214 Social Sciences, University of Minnesota, 267 -19th Ave S, Minneapolis, MN 55455