

Application Guidelines for Faculty Awards for Study and Travel Abroad from the International Study and Travel Committee

Faculty at Macon State College may obtain funds for travel and study abroad by making application to the International Study and Travel Committee (IST). Faculty who receive awards will agree to share their international experiences with the Macon State College community on campus following their travel, as requested by the International Study and Travel Committee.

Amount of Award:

Individual awards will vary according to the nature of the proposals and the availability of funds. In general, the IST will supplement money provided by the applicant's academic division or other valid USG funding sources, such as a Chancellor's Award. No individual may receive more than \$1000.00 per academic year from the IST. An applicant who is receiving no division or USG funding may still qualify for an IST award.

Eligibility:

Full-time faculty participating in organized academic study or travel may apply for funding. No applicant may receive funding over two consecutive years. Applicants who have never been awarded IST funding will receive priority over those who have. Special consideration will be given to faculty members who have never been abroad.

Application Process:

Faculty may obtain applications from the Chair of the International Study and Travel Committee. An electronic copy of the application, a signed hard copy of the application, and a letter of support from the faculty member's chair must be sent to the Chair of the International Study and Travel Committee by the appropriate deadline.

Deadline for Application:

Deadline for application is at least one month prior to the time that the applicant's travel/study will begin. The final deadline for any given academic year is the first Friday in April, unless otherwise specified by the IST Committee. Faculty who are applying for IST funding for international travel that will not be completed until after July 01, or that will occur between July 01 and October 01, must submit funding requests by the first Friday in April of the preceding budget year to be eligible for an IST award. Funding for such travel will be awarded on a contingent basis only, depending upon IST funding for the following budget year. No application will be considered for past travel/ study.

Criteria for Award:

IST funding is open to any tenured or tenure-track faculty member who has clear plans for engaging in research, study, or professional development abroad, and whose School Dean, Department Chair or Division Chair has written a letter attesting to the academic integrity and benefit to Macon State College of such endeavor. Awards will be made to faculty members attending an organized academic conference, seminar, or workshop, sponsored by an accredited academic institution or professional organization.

Applicants who have not been awarded IST funds in the past five years will receive priority over those who have. Applicants receiving funds from their academic unit or any other valid USG funding source will receive priority over those receiving no such funding. Special consideration will be given to junior faculty and faculty with little or no professional international experience.

Deadline for Award:

The committee will consider applications in a timely manner as they are submitted. Effort will be made to ensure that funds are available throughout the academic year. The committee will review applications no fewer than two times a year.

Award money will be released after the faculty recipient has completed all travel. To be eligible for a given year's IST award money, the applicant must have completed international travel before July 1 of that year. Requests for reimbursement will be initiated through the faculty member's academic unit.

Review of Application:

Applications will be reviewed and determined by all participating members of the International Study and Travel Committee. If a member of the IST committee applies for an IST award, that member will recuse himself or herself from participating in or being party to the award process.