

**Title:** Global Studies Center International Travel Grants for Conference and Professional Meetings

**Amount of Funding:** one grant each year will be given up to the amount of \$1000.00

**Deadline:** December 1, 2011

**Purpose**

To provide funding for faculty to attend international conferences or to travel with the purpose of designing a new course or expand an existing course that is transregional or comparative and relates to the GSC focus areas of global society, global economy, global health or global security.

**Eligibility**

Full-time and part-time tenure-stream, tenured and non tenure-stream faculty (including lecturers and contract faculty). Faculty must be listed as a Global Studies Affiliated Faculty (<http://www.ucis.pitt.edu/global/affiliates.html>). If not listed and research and teaching foci is at least 25% transregional, comparative, or takes an interdisciplinary approach to critical global issues within the areas of the economy, health, security, and society, contact Dr. Thomas Allen ([tfa3@pitt.edu](mailto:tfa3@pitt.edu)) to request a GSC Affiliated Faculty Form. The form must be submitted and a letter of acceptance received prior to submission of a request for funds.

**Allowable Expenses**

- The purchase of airline tickets for travel outside the US is allowed. Note that the purchase of tickets will only be approved when a 30-day notice prior to travel is provided to the GSC. If airfare is part of a budget, include a fare quote from a travel agent or travel website. Generally, tickets should be purchased on US carriers, with exceptions of select countries as per the Fly America Act. For up to date listing of approved countries see [US GSA Airline Open Skies Agreements](http://www.gsa.gov/portal/content/103191). (<http://www.gsa.gov/portal/content/103191>)
- Food, lodging, and incidental expenses related to participation in a meeting/conference or travel for the purpose of curriculum development. Per diem expenses must not exceed the US State Department per diem rates. (<http://www.pts.pitt.edu/Travel/common/perdiem.html>)
- Copy and duplication costs
- Visa expenses
- Registration fee for workshops or conferences
- Acquisition of special instructional materials (e.g., databases, monographs, periodicals, films or electronic media).
- Bibliographic searches.
- Writing and production of original resource materials, exercises or handbooks.

Funds for the international travel grants are provided by the GSC's Title VI National Resource Center award from the US Department of Education, therefore, all spending must comply with Title VI budgetary regulations. Funds awarded for course development grant activities must be spent by August 14, 2012.

### **Non Allowable Expenses**

- Travel for individuals other than applicant
- Equipment
- Any expenses unrelated to proposed activity

### **Application Procedures**

Complete a GSC Faculty Grant form by checking off the appropriate grant option and providing the requested documentation. The original and three complete copies of the application (a total of four complete copies) should be sent to Dr. Thomas Allen, Associate Director, 4106 Posvar Hall.

A copy of the letter from the GSC confirming that the application was approved must be submitted before requesting funds from the appropriate GSC UCIS financial officer.

The funds will be reimbursed after you present your receipts and completed University of Pittsburgh Travel and Business Expense Report (T&B). Please note that it may take up to fourteen working days to get reimbursed.

### **Responsibility of Funding Recipient**

Grant recipient must provide the GSC with a brief (two-page) written report within three weeks following completion of the project. The report should include:

- How grant funds were utilized
- A travel schedule (where you went and the dates spent at each locale)
- What you accomplished

The grant recipient must acknowledge the assistance of the Global Studies Center, University Center for International Studies, University of Pittsburgh in any publication, film or other product resulting from funds supported by your GSC grant.

Grant recipients are responsible for fully completing a T&B form and providing all applicable documents. A copy of the award letter, a completed T&B and the applicable documents must be submitted to the GSC UCIS Financial Officer, Ms. Bridget Ridge, within two weeks of project completion. All funds must be spent by August 14, 2012.

### **Judging Criteria**

- Is the conference or workshop in the applicant's field and the importance of the paper in his/her academic career? (For curriculum development: does the proposal include sufficient information about the how activities will contribute to the development of new or enhanced curriculum related to the GSC themes?)
- Is the information clearly presented and understandable to non-specialists?
- Are the activities proposed appropriate to the stated goal of the project?
- How successful has the applicant been in securing matching funds?
- Is the proposed budget reasonable for the activities proposed?