**Title**: GSC Community College/Minority Serving Institution (MSI) Domestic Travel Grants for AY2015-16

**Amount of Funding:** A maximum of $1,000 per grant.

**Application Deadline:** March 1, 2016

**Purpose**

To provide funding for faculty from community colleges and MSIs to attend conferences or professional meetings within the United States for the purpose of increasing expertise in fields of study related to the GSC focus areas of global economy, global health, global security, or global society.

***All applications must describe explicitly how the proposed activities relate to one or more of the Global Studies Center’s focus areas using an interdisciplinary and trans-national approach. Applicants are strongly encouraged to speak with Dr. Thomas Allen, Associate Director (***[***tfa3@pitt.edu***](mailto:tfa3@pitt.edu)***; 412 624-3487), well in advance of the deadlines for helpful programmatic information and questions.***

**Eligibility**

Full-time and part time TS and NTS faculty (including lecturers and contract faculty) teaching at community colleges and MSIs. Please contact Dr. Thomas Allen with any questions.

**Allowable Expenses**

* Airline tickets within the US. Please include a quote from an agent or website.
* Food, lodging, and related incidental expenses with actual receipts are reimbursed up to the US Department of State per diem rate ([www.pts.pitt.edu/Travel/common/perdiem.html](\\\\UCIS-FS-01\\Shared\\Global Studies\\_Ross\\Website Updates\\ComCol\\www.pts.pitt.edu\\Travel\\common\\perdiem.html)).
* Conference or professional meeting registration.

**Non Allowable Expenses**

* Travel for individuals other than applicant;
* (bullet on paying foreign nationals removed)
* Equipment;
* Any expenses unrelated to proposed activity.

**Application Procedures**

Complete a GSC community college/MSI faculty grant application form by checking off the appropriate grant option, following the instructions on the budget requirements and the proposal narrative, and providing the requested documentation. Refer to GSC Community College/MSI Domestic Travel Grant guidelines when completing the grant application. Then [submit your application materials online here](http://ucis.submittable.com/submit/29a528e9-be1a-4064-adb3-5ad19a056738) via Submittable.

**Responsibility of Grantee**Funds for domestic travel grants are provided by the GSC’s Title VI National Resource Center award from the U.S. Department of Education; all spending must therefore comply with Title VI budgetary regulations. Arrangements for processing the funds awarded must be made with the GSC UCIS Financial Administrator (Ms. Rose Wooten, [rwooten@pitt.edu](mailto:rwooten@pitt.edu)) by June 30, 2016. All funds must be spent by July 31, 2016.

Grant recipients are responsible for fully completing the Travel and Business Expense Report (T&B) form and providing all applicable documentation, including original receipts, within two weeks after their return from the field. A copy of the award letter, completed T&B along with applicable documents must be submitted to Ms. Wooten.

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

* how the 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 at the University of Pittsburgh in any publication, film, or other product resulting from your GSC grant funds.