**Title:** GSC Community College/Minority Serving Institution (MSI) International Travel Grants for AY2017-18

**Amount of Funding:** A maximum of $2,000 per grant.

**Deadline:** March 1, 2018

**Purpose**: To provide funding for faculty from community colleges and MSIs to attend international conferences or to travel with the purpose of designing a new course or expand an existing course related to the GSC focus areas of global economy, global health, global security, or global society.

**NOTE.** In AY2017-18, we would welcome applications with substantial coverage of regions or communities where the GSC less commonly taught languages (LCTL) are spoken: Arabic, Chinese, Hindi, Persian/Farsi, Portuguese, Swahili, and Turkish. We also welcome applications with a focus on global health, human rights/human security, and/or global inequalities.

***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 Veronica Dristas, Associate Director (***[dristas@pitt.edu](mailto:dristas@pitt.edu)***; 412 624-2918), 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 Veronica Dristas with any questions.

**Allowable Expenses**

* Airline tickets for travel outside the US. Please include a fare quote from an agent or website. Tickets must be purchased on US carriers, with exceptions for select countries as per the *Fly America Act*. **Note that funds can only be approved when a 35-day notice prior to travel is provided to the GSC.**
* Actual original related food, lodging, and incidental expenses will be reimbursed up to the US Department of State per diem rate (see [www.pts.pitt.edu/Travel/common/perdiem.html](file:///\\UCIS-FS-01\Shared\Global%20Studies\_Ross\Website%20Updates\ComCol\www.pts.pitt.edu\Travel\common\perdiem.html));
* Copy and duplication costs;
* Visa expenses;
* Conference or workshop registration;
* Instructional materials (e.g., databases, monographs, periodicals, films, or electronic media);
* Bibliographic searches;
* Writing and production of original resource materials, exercises, or handbooks.

**Non Allowable Expenses**

* Travel for individuals other than applicant;
* (bullet on paying foreigners deleted)
* 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 proposal narrative, and providing the requested documentation. Refer to GSC Community College/MSI International Travel Grant guidelines when completing the grant application. Then [submit your application materials online here](http://ucis.submittable.com/submit/a7be3bad-f54a-46dd-a8ea-165f80d856bb) via Submittable.

**Responsibility of Grantee**: Funds for the international travel grants are provided by the GSC’s Title VI National Resource Center award from the US 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, 2018. All funds must be spent by July 31, 2018.

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

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

* a description of how the grant funds were used;
* 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.