



## **Faculty Research Travel Grant Application Guidelines**

The Colorado State University Office of International Programs (OIP) is pleased to offer a grant program to support travel for international faculty research projects. The funding is part of a larger pool of nearly \$100,000 for new international student and faculty initiatives at Colorado State University.

OIP is seeking proposals from faculty engaging in international research during the current fiscal year, which ends June 30.

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### **Criteria and Instructions for Application**

#### **Criteria**

1. Faculty Research Travel Grants support new research activities that are well-defined and ready to be initiated.
2. Faculty Research Travel Grants are to be applied to costs related directly to travel such as airfare, accommodation and meals. All expenditures must be within university accounting guidelines.
3. Faculty Research Travel Grants are not intended for the following purposes:
  - Travel for attendance, or presenting research, at international or domestic conferences, workshops and exhibits. Proposals that combine research and conference attendance are also not eligible.
  - Teaching as a visiting faculty member at an international university.
  - Support for long-standing and well-established research projects.
  - Support for international travel during a sabbatical.
  - Support for teams conducting research.
  - Funding for students including student participation in research and student-directed research
  - Research projects that have received funding through this grant program in prior years will be ineligible for future funding, including applications from different faculty members.
4. Grants awards are a maximum of \$2,000.00.
5. Applicants must have a CSU tenured or tenure-track faculty appointment at 50% or greater.
6. Faculty members may only apply for funds in advance of the planned travel. Applications will not be accepted for travel which has already taken place.
7. Individual faculty members may receive no more than one grant in any two-year (24 month) period from the date of a previous grant award.
8. Faculty Research Travel Grant award recipients are required to provide a brief evaluation and report upon completion of the trip.

## **Application Process**

Please complete an application which can be found on our website at:

[www.international\\_initiatives.colostate.edu](http://www.international_initiatives.colostate.edu) or contact Diana Galliano at [Diana.Galliano@colostate.edu](mailto:Diana.Galliano@colostate.edu) for an application form.

To complete the application, please also attach a proposal of no more than two pages describing the purpose of the research that includes the following topics:

- Goals of research
- Planned research activities
- Local organizations involved
- Duration of research
- Outline of budget

## **Application Cycle**

Grants are awarded during the fiscal year: July 1 – June 30. Requests must be received by the following deadlines for consideration:

1. October 15
2. January 15
3. March 15

## **Selection Criteria**

The grant committee will review proposals based on the criteria outlined above. Preference will be given to:

1. Projects with an interdisciplinary, team-based approach focusing on new areas of research.
2. Projects that involve collaboration with other CSU faculty, international faculty at partner institutions, and/or international organizations.
3. New research that will benefit from this modest funding.

## **Selection Process**

Awards will be based on the proposal, funding available and the amount requested by the faculty member. Proposals will be reviewed by a subcommittee of the CSU Internationalization Plan Operations Committee. Successful applicants will be notified within one month of the application deadline and awards will be available promptly after the award notification.

## **Distribution of Funds**

- Awards must be transferred to a departmental 13 account.
- There is no carry-forward of the funds to be used in the next fiscal year.
- Unspent funds will be returned to OIP by May 15, unless alternative and specific arrangements have been made with OIP.
- Financial processes must be managed according to CSU Business and Financial Services guidelines.

## **Required Financial Documentation**

Upon completion of the faculty research travel, the Office of International Programs will require documentation on how the travel grant was utilized including a short summary of the purpose of the travel, results from the travel, participants involved, and how the grant money was spent.

**For more information please contact:**

Diana Galliano

Office of International Programs

Colorado State University

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Email: [Diana.Galliano@colostate.edu](mailto:Diana.Galliano@colostate.edu)