

FACULTY INTERNATIONAL TRAVEL GRANT (FITG)

(Guidelines for Academic Year 2021-2022)

PURPOSE & OVERVIEW

This program is designed to provide financial support for scholarly and creative presentations by University of South Florida faculty at major professional meetings and conferences outside the USA. These grants are available for faculty pursuing a career at USF. The goals of the program are to enhance the international visibility and prestige of research activities and creative presentations conducted at USF and to encourage interaction with international colleagues. Consequently, the highest priority will be given to faculty who are personally invited to give keynote speeches, plenary presentations or other major addresses, presentations, or performances. In addition, to the type of the presentation the prestige and scope of the conference will also be considered.

Researchers who are serving in a temporary or post-doctoral capacity with short-term goals for employment at USF are not eligible for a FITG.

All decisions pertaining to funding are final and the Council reserves the right to recommend funding applications at any level up to the maximum (\$2,500).

ELIGIBILITY CRITERIA (to be eligible applicants must):

- (1) Submit with the proposal an invitation/acceptance notice (in English) from a meeting official to present at the conference, ^{note 1}
- (2) Be current USF faculty member who has not received a terminal contract.
- (3) Be tenured, tenure earning, or in a regularly renewable position that contractually require creative presentations and independent research, ^{note 2}
- (4) Have submitted final reports for all previously awarded OR&I Internal Awards.
- (5) Be employed by USF, in current position, at time of presentation/performance, ^{see Note 3}
- (6) Apply for travel outside the 50 United States.
- (7) Not have available funding for the travel described in this application from any other sources, ^{see Form 3}

Notes:

- (1) Applications that do not include an invitation or formal acceptance of a presentation will not be reviewed.
- (2) Non tenure-track faculty must submit a letter from their chair/director or dean confirming that the applicant is employed in a regularly renewable position, paid as a USF faculty member, expected to conduct creative presentations and independent research, and it is anticipated that the applicant will be regularly renewed.
- (3) Faculty who leave the university, or accept a position elsewhere prior to their travel, will forfeit the grant.
- (4) Application must be submitted for only one presenter. Under normal circumstances, preference is given to the principal author and presenter of the paper or creative presentation.
- (5) **All things being equal, priority may be given to applicants who have limited financial resources or who have not received a FITG in the past.**
- (6) Applicants are encouraged to pursue all sources of funding for their trip and **the availability of other funds for this trip will be considered.** Funding may not overlap for travel in this application. If awarded and overlapping funding is subsequently obtained from another source for this trip, the applicant must notify the Internal Awards Coordinator to discuss a management plan.

Post-travel applications (retroactive funding) will not be given priority. Documentation with post-travel applications should include a copy of the TAR (Travel Authorization) and TER (Travel Expenses) submitted for the trip showing the expenses already paid. Only those unpaid expenditures will be considered for funding by this grant. Evidence of attendance at the conference is required, such as a copy of the conference program showing the applicant presented a keynote address or paper. Submit this documentation along with the application. **NOTE:** The USF Travel Department will not process expense reports that are over 6 months from the last date of Post-travel applications travel. **Do not submit an application for past travel that has not met the USF Travel Department's 6 month deadline.**

EVALUATION CRITERIA (as communicated to the reviewers)

- Potential importance of the presentation to the visibility and reputation of the USF.
- Prestige of the meeting compared to others in the field of scholarship, performance, and research.
- International scope of the meeting.
- Nature of the invitation.
- Type of presentation (e.g., keynote, plenary, moderator, round table, session speaker, poster, exhibit, performance).
- Potential contribution to the state of the art.
- Potential to contribute to the applicant's professional development as a researcher/scholar/performer.
- Clarity and soundness of objectives and rationale for attending the conference, Form # 5.
- Adherence to the application guidelines and quality of documentation.

Department endorsement of the travel will be taken into consideration. Applicants are strongly encouraged to include a one-page letter of support from their department chair discussing the reputation of the conference and the presentation's potential impact on the applicant's career and on the university.

GRANT PERIOD & FUNDING

Grant funds are event specific and cannot be used for other trips. Travel must take place for the travel requested and the dates specified in the application or the funds will be forfeited.

Funding will be based on the primary presentation and only expenses for that presentation will be covered. However applicants are encouraged to take advantage of other scholarly opportunities on their trips.

Secondary activities related to research may be taken into consideration in the review process. If funded, grant recipients are expected to participate in all activities listed on the application and provide documentation in the Final Travel Report. Failure to do so may result in the revocation of the grant.

All travel expenses must be approved and processed by the USF Travel Department. This should be done within the timelines printed in the Travel Manual. The grant recipient is responsible for following the [USF Travel Department's](#) policies and procedures.

The awardees will receive instructions relative to the documents to submit in order to establish a chart field to charge the expenses, submission of the final travel report (Travel Impact Form), and acknowledgement of the support of the FITG in articles, etc.

The Research Council relies on faculty each year to assist in the review of grant proposals and recipients of the FITG agree to participate in this important endeavor.

ALLOWABLE COSTS

Air and ground transportation, lodging, meals not provided by the conference, conference registration fees, and other incidental expenses specific to the conference/event as described in the USF Travel Manual.

UNALLOWABLE COSTS: membership fees for professional organizations, any expenses for **side trips**, internet access, fees for designing or printing a poster for presentation at the conference, and any expenses not allowed by the USF Travel Department. Please consult the Travel Manual for additional information: <http://usfweb2.usf.edu/uco/travel/TravelRulesRequirements.asp>

CHANGE OF TRAVEL PLANS

The FITG is **event-specific** and may not be transferred to another trip or presentation. If the awardee is unable to make the presentation at the event for which these funds were received, the grant will be forfeited unless the conference is cancelled and rescheduled.

APPLICATION SUBMISSION PROCEDURES

IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT OF YOUR APPLICATION WITHIN ONE WEEK OF SENDING IT VIA THE EMAIL ADDRESS: rsch-internal-awards-program@usf.edu

CONTACT: Melody Spencer at rsch-internal-awards-program@usf.edu

Follow the specified application requirements and submission procedures closely and provide **ALL** the requested information. Failure to do so may result in the rejection of the application.

Questions regarding the forms or procedures should be directed to Melody Spencer at rsch-internal-awards-program@usf.edu

Submit the application electronically: upload the MSWord application to your computer, fill it out, print it, obtain all signatures, scan the document and allowable supporting documents as a PDF file, and e-mail it to rsch-internal-awards-program@usf.edu by the deadline. **DEADLINE FOR RECEIPT is 5:00 p.m.** on the submission deadline date. Applications received after 5:00 p.m. on this date WILL NOT BE ACCEPTED and will be returned to the applicant.