



FACULTY INTERNATIONAL TRAVEL FUND APPLICATION

The College of Arts & Sciences will match internal funding for international travel up to \$1,000 for tenured/tenure track faculty or \$500 for phased retirees for either research or conference presentation if funds are available. Find FAQs on the second page of this document.

A. APPLICANT INFORMATION

First Name:		Last Name:		Middle Initial:	
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Email:

Telephone:

Indicate Status: Current tenured or tenure-track faculty

Phased retiree

Department/Center Name:

B. TRAVEL INFORMATION

Dates of Travel (mm/dd/yyyy): Departure:

Return:

Destination: Country:

Region/City:

Purpose of Conference Travel (*check at least one*):

Conference

Conduct Research

Other:

C. FINANCIAL INFORMATION

CAS International Travel Fund will provide funds only if applicant has already been awarded internal matching funds. External grants or personal funds may not be used as match. You may combine sources to secure the full match. Authorizing official should initial OR award documents may be attached.

Matching Funds	Amount	Approver Initials
Your Department/Program	\$	
International Programs Centers International Travel Fund	\$	
International Programs Centers Kohler Grant	\$	
New Faculty Grant (travel must be included in grant budget)	\$	
Regular Faculty Grant (travel must be included in grant budget)	\$	
Other:	\$	
Amount Requested from CAS ITF (cannot exceed total match)	\$	n/a
<i>Total Estimated Trip Cost</i>	\$	n/a

D. SIGNATURES

Applicant _____

Date:

Dept. Chair/Head _____
(Signature required IF department/program funds are used as match.)

Date:

Email completed application with required signatures and attachments to
Chad Fogleman, Pre-Award Grants Administrator, at jcfogleman@uncg.edu. (Revised March 2023)

FACULTY INTERNATIONAL TRAVEL FUND FAQS

Who is eligible?

All tenured or tenure-track College faculty who receive matching internal travel funds. Faculty on phased retirement are eligible for a reduced match.

Faculty seeking support from the ITF are subject to the University's [International Travel Policy](#), including the requirement to submit international travel plans for review by the University-Affiliated International Travel Review Committee if traveling to certain locations. In these cases, faculty must obtain approval in order to seek CAS ITF support.

How much does the College match?

The College will match up to \$1,000 for either research or conference travel for tenured or tenure-track faculty and up to \$500 for faculty on phased retirement. For international conference travel, if multiple co-authors apply to present the same research at the same event, the College reserves the right to reduce award amounts.

What types of funds are matched?

The College will only match internal funds. These funds include the [International Programs Center's](#) International Travel Fund or Kohler Fund, New Faculty Grant, Regular Faculty Grant, and Departmental / Program funds. The College will NOT match personal funds or external funding from grants.

What documentation is needed to provide evidence of funding?

To show evidence of matching funds, you will need to attach a letter from the funding office that shows the dollar amount that has been funded. If the source is departmental or program funds the department head or director must sign the Request Form and initial the dollar amount to be provided. If there are two sources of funding the appropriate documentation must be submitted for each source.

Can I submit the College's Request Form at the same time I am applying for the funds from the International Travel Fund or Kohler Fund?

No. Because the College awards only matching funds, you must have applied for and received other internal funding before submitting this Request Form. The College's Request Form should be submitted only after all funding is identified. The College Office will not hold any forms.

Can I apply for matching funds more than once a year?

No. Faculty are only eligible to receive the funding once per fiscal year (July 1-June 30). The date of travel (not the date of request nor the date of award) is determinative.

Does it matter when my trip takes place?

Ideally, the Request Form should be submitted in the same fiscal year as the travel date. We will accept a request submitted in advance of travel if advance planning time is needed or if travel falls in the summer. However, because travel funding is uncertain, we cannot guarantee funds will be available in the next fiscal year to fulfill requests made in the current year.

If my request is approved, how can I access funding?

College travel funds are disbursed as reimbursement via a completed [TRV-1 form](#), either for approved, pre-travel expenses or after travel occurs. In special cases, funds may be transferred to your home department/program.

Where should I send the form?

Completed form and documentation of matching funds should be sent to the CAS Office of Research in 100 Foust or emailed to Chad Fogleman, jcfogleman@uncg.edu.