

**International Travel Grants – Fall 2023**

PROPOSAL SUBMISSION DEADLINE: Friday, March 17, 2023

1. **OBJECTIVE:** The International Travel Grant Program aims to assist Purdue Northwest faculty members in scholarly achievement by providing a portion of the travel costs to those who have an active role in recognized international research meetings between May 1, 2023, and June 30, 2024. An active role, for the purpose of this announcement, may include presenting during the conference, organizing meetings, or chairing special sessions. Foreign travel, as internally defined by the Executive Vice Chancellor for Research and Partnerships, is any travel outside the continental United States, Alaska, and Hawaii.
2. **AWARD:** Recipients of the International Travel awards will receive up to \$1,000 toward the cost of all approved travel expenses. Travel dates must be between May 1, 2023, and June 30, 2024. In cases where partial funding is available from alternative sources, the grant recipient may combine the awards to cover the allowable costs of the trip.
3. **QUALIFICATIONS:** Applicants must be full-time tenured/tenure-track faculty members at Purdue Northwest during the 2022-2023 academic year and must continue in residence on either an academic year or twelve-month appointment in the following fiscal year (2023-2024).
  - The applicant must have an active role at a recognized international conference. Examples of eligible travel include presenting, organizing, or chairing sessions during the conference. Examples of **non-eligible travel:** Travel for teaching purposes (overseas university guest lecturer; teaching a course at an international university, etc.); Travel to a sabbatical destination.
  - Preference will be given to faculty who did not receive this award in the last five years.
  - Faculty who did not meet commitments from internal grants in the last three years do not qualify.
  - Preference will be given to faculty who do not have significant external funding to support travel for dissemination of findings related to this application.
4. **PAYMENT OF GRANT FOLLOWING AWARD:**
  - The grant award will be processed through Concur. After receiving notice of the award, please contact the Office of Research to receive the PRF International Travel Grant payment instructions.
5. **REQUIREMENTS:** Awardees, without exception, must fulfill the following requirements.
  - Present or have an active role during a recognized international conference between May 1, 2023, and June 30, 2024.
  - Submit a one-page report to the Office of Research regarding their trip within 30 days of returning from travel via InfoReady.
  - Participate in the Days of Discovery at PNW between July 1, 2023 and June 30, 2024.

6. **APPLICATION GUIDELINES:** All applications must be completed electronically by visiting InfoReady before March 17, 2023 at 11:59 CST. The following questions must be answered on the application form:

- **APPLICATION SECTION 1: APPLICANT INFORMATION**
  1. Full name (Last, First, Middle)
  2. Email
  3. Position Title
  4. Department
  5. College
  
- **APPLICATION SECTION 2: PURPOSE OF INTERNATIONAL TRAVEL**
  1. Conference Title or Project Title
  2. Do you have external funding to support travel for disseminating findings related to the paper or project referenced above? If yes, please explain. Please include the source of funding, including the amount available and any restrictions that may apply.
  3. Conference or Project Location (City and Country)
  4. Sponsoring Organization, if applicable
  5. Purpose of Research Travel or Conference Attendance
  6. Date(s) of Conference or Research Travel
  7. Link to Conference Information, if applicable
  
- **PLEASE ATTACH DOCUMENTS SPECIFIED BELOW IN PDF FORMAT**
  1. Conference presentation acceptance letter. In the event of the acceptance notification date falling after the PNW application deadline, please upload documentation specifying when you expect to receive acceptance information. *Once received, please use the link in the application confirmation email to update your application. If you do not receive a confirmation email containing an application link, please email [Arac Rodriguez \(aracrodriqat@pnw.edu\)](mailto:AracRodriguez@pnw.edu) and one will be provided.* If awarded, the award will be contingent on providing a conference acceptance letter.
  2. Paper to be presented. If the document is not in English, please provide a translated copy or translated summary. The review committee will not consider papers not translated into English.
  3. Responses to the following questions (limit of 500 words each)
    1. How does your role in this conference benefit your department?
    2. How does your role in this conference benefit PNW?
  
- **APPLICATION SECTION 3: BUDGET INFORMATION**

Please provide information on how you intend to use the funds to support and advance your project.

  1. Other
  2. Meals
  3. General Travel Expenses
  4. Presentation Supplies and Materials
  5. Registration and Other Conference Costs
  6. Transportation
  7. Air Travel

- **APPLICATION SECTION 4: CV**  
Please attach a CV (up to 4 pages).

- **APPLICATION SECTION 5: CERTIFICATIONS**

1. Requirements: Please read and check the box acknowledging that you understand that, if awarded, all recipients of the award will:
  1. All recipients must participate in the Days of Discovery or similar events at PNW during 2023-2024.
  2. Submit a one-page report to the Office of Research regarding their trip within 30 days of returning from travel.
2. Please sign your full name, certifying that all information provided is accurate.

7. **TRAVEL GUIDELINES & RESTRICTIONS:** Proposals must comply with Purdue travel guidelines and restrictions.

- Current travel restriction guidelines: <https://www.purdue.edu/procurement/travel/spend-reduction/index.php>

8. **EVALUATION CRITERIA:** Proposals will be evaluated by a review committee, selected by the Research Board, based on the following criteria:

- Quality and clarity of the presentation/scholarly work described in the application (70%)
- Benefits to the applicant's department (20%)
- Benefits to Purdue Northwest (10%)