

Faculty International Travel 2009-2010

Faculty International Travel (FIT) awards provide partial support for travel to destinations outside the United States for faculty to participate in professional meetings, give performances, or hold exhibitions. It is expected that the total cost of the travel will be shared between the Home Department or Division and the Faculty International Travel grant funds. **The maximum award an applicant can receive from the Faculty International Travel program is \$1500.**

Generally awards are made to individuals who are giving research presentations of major significance in an international context or who are involved in important official capacities in meetings of international significance. Please review the section titled "Criteria Used To Evaluate Applications" for review standards.

Evidence of financial support at the departmental or divisional level for this trip will aid in the funding success of the proposal. Support is available for lowest round trip airfare and other additional expenses related to the travel such as local transportation costs, hotel costs, and meals. *Conference and registration fees are not covered by this program. FIT funding will not be provided for travel to conferences organized and/or offered exclusively by for-profit entities. Invitations for departmental presentations at international institutions alone are not sufficient for funding under the FIT program, but they may be included as part of a valid international travel request.*

ELIGIBILITY

1. Only tenured, tenure-track, and emeritus faculty are eligible to apply. Retired faculty members, who have requested emeritus status, are eligible to apply for Faculty International Travel funds. A letter of support from either the department chair or divisional dean stating that the emeritus request is in process shall be provided with the grant application.
2. There is a limitation of one award to an individual within any 24-month period. An applicant can submit a new application for an event occurring 24 months after the previously awarded meeting, performance, or exhibition.
3. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a funded award.

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MODEL PROPOSALS

A listing of these proposals may be viewed online at

<http://www.research.missouri.edu/funding/model.htm>.

DEADLINES

September 1, 2009

April 6, 2010

NOTIFICATION DATES (Approximate)

October 8, 2009

May 20, 2010

APPLICATION INSTRUCTIONS

Application information and forms for Faculty International Travel grants are available on the Web at <http://www.research.missouri.edu/funding/internal.htm>. The application should be submitted electronically by using eFunding (electronic proposal system) and one signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding. If applicants have documents that they want the reviewers to view and they are having trouble uploading them to eFunding or converting them to an electronic format, then please send an e-mail to melissa@missouri.edu.

Applicants are encouraged to submit Faculty International Travel applications at the time that best fits with their need for funds. Applications can be submitted prior to or at the earliest FIT deadline if submitting after a meeting, performance or exhibition.

Format

- Every application must include the required cover page and information requested below. Please use the major organizational headings, in the order given. Include all of the information that is requested under these headings.
- Applications that are incomplete or exceed the page limits will be returned to the investigator for correction.
- It is helpful to include the applicant's name in the upper right-hand corner of each page of uploaded documents but is not required.

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- All applications must use 12-point or larger font or 15 character or less per inch, be single-spaced with 1-inch margins. Any applications that have fonts smaller than 12-point font or more than 15 characters per inch will be returned to the applicant.
- All uploaded files are required to include the principal investigator's last name as the first word in the file name. For example, instead of CV.doc, use DoeCV.doc.
- All words should be in English. If you have a document that is not in English, please provide a translation.
- Sections II, III, IV, and Research Compliance listed below need to be uploaded and coded as separate files in eFunding. See below for the code categories.

I. Cover Page with required signature

As you complete the sections called Applicants, Meeting Information, Compliance, and the My Account section the system is creating a cover page for you. If you go to the main My Project page and the Action column has a pull down menu. One of the options is Print Cover Page. You can select Print Cover Page at any time before or after you submit the proposal. On the cover page you print out you will find a signature line. One signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding.

II. Description *(This section includes the Narrative, Abstract of your paper and Support Materials. All of these items need to be coded as Description (FIT). The items can be uploaded as separate files or as one file.)*

If you are presenting at the meeting:

A. Narrative *(Maximum 3 pages)*

1. Indicate length and type of presentation. If presentation is co-authored, indicate your specific role(s) at the meeting.
2. Indicate if your presentation was invited.
3. Indicate if the presentation was refereed and if so, what was/is the process of review and degree of selectivity.
4. Indicate if a paper is to be published and if so, in what kind of publication.

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5. Indicate the type of session in which you will be presenting.
6. Indicate the importance of the meeting to your discipline or research area and the international scope of attendees.
7. Explain the reasons for attending the meeting and how it will impact career. If your appointment is different than the traditional 40% teaching, 40% research, and 20% service model, please explain if the difference is relevant to your proposal.

B. Abstract of your paper (*Maximum 1 page*)

Provide an abstract of your presentation.

C. Support Materials (If you have trouble converting this section to electronic format,

please e-mail Melissa H. Baldwin at melissa@missouri.edu)

This information should provide ample documentation of your visibility at the conference, the selectivity of the process used to accept the presentation, and the significance of the event.

1. Include all relevant correspondence with meeting organizers.
2. Provide information and documentation of the process through which you were selected (e.g., competitive abstract).
3. Include a copy of the relevant portions of the program of the meeting, presentation, or exhibition, if available.

If you are not making a presentation at the meeting:

A. Narrative (*Maximum 3 pages*)

1. Describe the nature of your participation and your visibility during the meeting.
2. Describe the scholarly/professional significance of the meeting and the international scope of attendees.
3. Describe the impact that your participation will have on your own scholarly growth.
4. Describe the impact that your participation/ presentation will have on this meeting.

B. Support Materials (If you have trouble converting this section to electronic format,

please e-mail Melissa H. Baldwin at melissa@missouri.edu)

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This information should provide ample documentation of your visibility at the conference and the significance of the event.

1. Attach all correspondence to clarify how you were selected to participate.
2. Include documentation of your visibility at the conference.
3. Include a copy of the relevant portions of the program of the meeting, presentation, or exhibition, if available.

III. Biographical Sketch/Curriculum Vitae (*Maximum 2 pages. This section needs to be coded as Biographical Sketch/Curriculum Vitae*)

Include the following information:

- A. Education. Indicate institution, degrees, and dates.
- B. Employment History. Include postdoctoral research and/or professional experience.
- C. List of Grants or Fellowships. Indicate grantor, inclusive dates, and amount of each award.
- D. List of up to ten publications: include titles and all authors. Also indicate refereed journals, juried shows, etc., by an asterisk (*). Summarize your productivity by indicating the total number of refereed and non-refereed journal articles, books, book chapters, invited papers, juried shows, etc.

IV. Budget & Previous Support (*Maximum 1 page. This section needs to be coded as Budget & Previous Support (FIT)*)

A. Budget Needs and Support

1. Indicate if you will receive financial support and the amount of such support from Department, Division/College, or the meeting organizers.
2. Provide details of other (partial) support that you have sought and obtained for the trip.
3. Include details of anticipated expenses for travel (i.e. airfare, lodging, transportation, meals). Round all budget items to the nearest dollar. *Conference or registration fees are not covered by this program.*
4. [Please document RIF and similar discretionary funds.](#)
5. The maximum award from Faculty International Travel program is \$1500.

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B. Previous FIT Support

List names and dates of meetings attended in the last five years for which you received support from the Faculty International Travel Fund.

RESEARCH COMPLIANCE *(This section needs to be coded as Compliance Paperwork.)*

All research must be conducted in compliance with Federal and University Regulations. A compliance approval letter or e-mail must be submitted to the 205 Jesse Hall (Office of Research) or uploaded to eFunding or e-mailed to melissa@missouri.edu before funds are distributed. **Funds will not be released until notice of approval is received in the Office of Research.**

Application forms for the following committees can be found on the Office of Research website: <http://www.research.missouri.edu/complia/index.htm>

- **Human Subjects.** Application information and forms may be obtained from the website listed above or from the Campus IRB coordinator (882-9585) or from the Health Sciences IRB coordinator (882-3181).
- **Animal Protocols.** Application information and forms may be obtained from the website listed above or from the ACUC Coordinator (884-6758).
- **Export Controls.** Any actual or deemed export of certain technology may be restricted by the Department of State or the Department of Commerce. Any involvement of non-U.S. citizens with restricted technology should be referred to the MU Office of Research (882-9500).

Application forms for the following committees can be found on the Environmental Health and Safety website: <http://ehs.missouri.edu/>

- **Hazardous Materials.** Authorization information may be obtained from the website listed above or from the Hazardous Materials contact (882-7018).
- **MU Research Reactor.** Authorization information may be obtained from the website listed above or from the Reactor contact (882-5226).

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- **Radiation Safety.** Authorization information may be obtained from the Radiation Safety Coordinator (882-7221).
- **rDNA/Biosafety Protocols.** Authorization information may be obtained from the website listed above or from the rDNA/Biosafety Coordinator (882-7923). Note that possession of Select Agents is regulated through the MU Biosafety Committee.

RESEARCH COUNCIL COMMITTEE MEMBERS

Members of Research Council Committee, who are appointed by the Vice Chancellor for Research, review Faculty International Travel applications. The Vice Chancellor for Research makes awards based on recommendations made by the Research Council Committee. **Contact with current Council members regarding your application before or after review is inappropriate, due to the potential for and the appearance of a conflict of interest.** The Research Council Committee encourages discussion of the FIT program and guidance on the specific proposal with former members of the Council. A list of *former* members who have served in the last three years is available on the web at

<http://www.research.missouri.edu/funding/internal.htm>. If you have questions or desire guidance in the preparation of a proposal, please contact the Office of Research, 205 Jesse Hall or send an e-mail to melissa@missouri.edu.

CRITERIA USED TO EVALUATE APPLICATIONS

Generally awards are made to individuals who are giving presentations of major significance in an international context or who are involved in important official capacities in meetings of international significance. Presentations of posters are generally accorded a lower priority than papers, lectures, readings, or exhibits. Therefore, for poster presentations, it is particularly incumbent on the applicant to make clear a high level of selectivity for participation and a high degree of visibility at the conference. Generally awards are made to senior faculty who will have high visibility and high impact at the meeting, and to junior faculty who will developmentally benefit from the meeting.

- **Nature of Participation.** Is the presentation or paper invited or refereed? If no presentation is being made, is the nature of the applicant's participation fully described? Has the

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applicant clarified how her/his participation was determined? Is there evidence of a high level of selectivity?

- **Importance to Applicant's Career and/or Field.** Is attendance at the meeting important to applicant's career or field? Is the applicant's role and need to attend the conference or meeting clearly justified? Is there evidence that the applicant's participation will be highly visible at this conference?
- **International Scope and Significance.** Is there evidence that the meeting is international in scope and is a major international meeting in this field?
- **Budget Justification & Previous Funding.** Has the applicant obtained previous funding from the Faculty International Travel Fund? Has the applicant clearly researched and justified the necessary expenses for the conference? Was the applicant able to obtain other cost match support to attend this meeting? Does the applicant actually need support? Please document RIF and similar discretionary funds that may be made available in lieu of this application in the rationale for this request.

RESUBMISSION OF FIT APPLICATIONS:

Effective for applications submitted for the September 1, 2009 deadline and later:

If your application is not recommended for funding, you have the option of resubmitting a revised application to another Faculty International Travel deadline. However, there is a limit of one resubmission for the same FIT application.

Note: Two resubmissions are allowed for applications submitted and not recommended for funding during the 2007-2008 and 2008-2009 academic years.