

The Sanford School Faculty International Travel Awards

Application Guidelines (Revision 1/16)

The Sanford School is fortunate to be able to provide international research travel awards to its faculty. Below are the guidelines for this travel award. Applications are due Oct 1 and Feb 1. Proposals for conference presentations must be submitted at least 2 months prior to the conference. The number and amount of awards are dependent on budgetary conditions.

Funding Priorities and Requirements

- Preference will be given to applications that empower faculty to generate high-quality scholarship that is consistent with The Sanford School core values. The Sanford School core values include: innovation, collaboration, excellence, diversity, impact, and research that has the potential to generate future funding.
- Funds must primarily be used for faculty research-related travel. Examples include data collection, research-related consultation or collaboration, and forming networks. Preference will be given to persons who have not received a Sanford School Faculty International Travel Award within 2 years of the application deadline.
- Funds for conference presentations have lowest priority. Maximum amount of funds for conference travel will be \$1,500.
- Priority for use of funds will be based in part on past productivity and rank. Junior faculty will typically have priority over senior faculty.

Policies Governing Awards and Use of Funds

- Faculty must be a minimum of 40% in the Sanford School to apply for these funds.
- Funds for faculty research travel do not carry over from year to year. Any funds not used revert to general travel funds on June 30.
- Travel awards generally are for the fiscal year – although they can stretch through the summer (to the start of school, August 15).
- Funds should be primarily for travel, although research-related expenses can be included.
- Startup or individual faculty member's funds can be used in combination with these funds, however we expect that individuals with their own funds will use these first.
- All awards must be signed off on by the Director of The Sanford School before final approval can be made.
- All expenses must ultimately be submitted to and approved by the ASU Travel Office, and per diem rates cannot exceed those set by ASU.

Application Deadlines

Applications will be considered twice per academic year, depending on availability of funds; due dates are October 1 and February 1.

Application Guidelines and Forms

Follow instructions shown on the application forms. Completed applications should contain a cover page (1 page), project rationale description pages (3 double-spaced pages maximum), and budget (1 page). Applications should not exceed 3 pages, all inclusive. Proposals should be submitted to Sarah Ericson (sarah.ericson@asu.edu).

**The Sanford School Faculty International Travel Awards
Application Form**

[You may insert information in any of the gray form fields below.]

I. Application Cover Page

Name: _____

Campus Address/ Email: _____

Faculty Rank: _____

Percent Time Appointment in The
Sanford School: _____

Previous Sanford School FIRTA Awards received within the past 2 years:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Names of Persons for Whom Support is Requested (faculty):

1. _____

2. _____

3. _____

Travel Destinations (locations of research-related activities):

Proposed Travel Dates:

II. Project Rationale and Description

(maximum 2 double-space pages)

Please address each of the following in your narrative:

1. Purpose/rationale for travel.
2. Project description.
3. How would the proposed activities address the Sanford School core values (innovation, collaboration, excellence, diversity, impact, future funding)?
4. What specific benefits or products would result from the proposed activities? What do you see as the potential short- and long-term benefits of the proposed activities for the applicants and The Sanford School?

Begin your project rationale and description below:

III. Budget

Proposed budget for the trip:

Estimated travel costs for the following categories.

Category	
Airfare*	_____
Lodging	_____
Per Diem**	_____
Local transportation	_____
Other (please explain below)***	_____
Total Requested	

* For international conference grants, only airfare up to \$1,500 can be covered. Faculty must be first author on paper/presentation, and/or part of the conference board.

** Check with the The Sanford School Business Manager, visit (<http://uabf.asu.edu/travel>), or call travel office at 5-3111 about per diem and lodging rates for cities that are included in your plans.

*** Please provide explanation for "Other" expenses below: