**International Center**

**Faculty Grant Application**

*Completed applications should be submitted by July 1st to:*

*Nicole Kurker-Stewart, Director of the International Center, GSU 309,* *kurkerste@hartford.edu**.*

1. Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of Chair/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Purpose of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Amount Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Have you **applied** for an International Center Faculty Grant before? Y/N

 If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Have you **received** an International Center Faculty Grant before? Y/N

 If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selection criteria (in order of priority) are:**

* Work that improves the international understanding of the campus community.
* Work that can be shown to have immediate impact on students' experiences in the classroom.
* Development of a study abroad course or study abroad component for currently existing courses.
* Faculty travel to cultivate new exchange programs or affiliation agreements/partnerships with universities abroad.
* Faculty travel to present at an international conference.

**Along with this form, your application must include:**

1. A one page proposal consisting of:
	* A summary of the international activity you plan to carry out including a clearly defined purpose of how the activity will promote international dimensions of the unit or the University.
	* Clearly defined outcomes that support internationalization of the campus.
	* Potential for the activity to result in future international activity.
	* Budget justification of activity costs and potential value of the results of the activity.
2. A one page itemized budget sheet including all expenses for the activity, not just the expenses to be covered under the grant.
3. An abbreviated Curriculum Vitae of the applicant(s)
4. Letter of support from the Department Chair or College Dean

*(continued on the next page)*

Only those applications that contain all of the supporting documents will be considered.

Grant recipients are required to submit a detailed report along with the Travel Expense Voucher within one month of completing the funded activity. The report should describe the tangible outcomes and benefits of the funded activity. **Recipients who fail to submit the required narrative report will be ineligible to receive future funding from the International Center Faculty Grant Program.**

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 Faculty Signature Date