

The Center for Global Engagement (CGE) and the Programs Abroad Office (PAO) encourage proposals from full-time UT Knoxville faculty/staff for the development of study abroad or exchange courses/programs. To this end, CGE is making matching funds available for site visits to faculty/staff planning such programs.

Application. A complete application contains the following:

- Program Development Grant **Application**
- A letter of support from your department head, dean or individual in your college responsible for international education program development
- A 2-3 page **Proposal** detailing
 - the rationale for the site visit
 - itinerary (detailing how much time will be spent at each location)
 - specific people and locations to be visited and why*
 - description of the proposed program including reasons for a particular foreign location(s)

* Faculty should plan to meet with colleagues/relevant staff at the host university, with on-site program staff or faculty, and with any UT Knoxville students currently studying at there.

Eligibility. Full-time UT Knoxville faculty/staff are eligible to apply for funding. (Funds are not for individual research or student attendance at conferences.) Preference will be given to faculty who have not received prior funding. Only one person per site visit will be funded.

Grant Amount. Matching grants may be up to \$1,500 per program based on reasonable cost estimates. The CGE grant will cover no more than one-half the cost of travel expenses related directly to program development. The remaining half is to come from such other UT sources as department or college funds, or private (e.g. development) funds.

Deadlines. Applications are reviewed on a rolling basis. All applications should be submitted to the Director of the PAO 60 days prior to the planned departure date. Early submission is encouraged. All applications will be reviewed and the decisions for support made by an advisory committee. Applicants are notified of the decision by campus mail or e-mail.

Report Requirements. Within four weeks of the site visit, grantees must submit a report detailing:

- the site(s) visited
- the faculty/staff contacted (include contact information for on-site person who would help with logistics for program)
- the uniqueness and feasibility of the proposed program
- specific activities in which students will be involved
- details of student housing, class room space, health and safety issues
- expected start date and duration of program

Travel Authorization and Reimbursement Requirements.

- Prior to their travel, grantees must obtain a UT Knoxville travel authorization through Concur from their home department. Successful applicants should inform their departmental Concur person of the grant and its amount, and suggest that they contact Kate Scott (kscott71@utk.edu or 865-974-3177)
- While traveling, grantees must collect **itemized** receipts for **all** expenses for which they will seek reimbursement from UT, and note currency exchange rates at the time of travel.
- Upon return, grantees must initiate UT Knoxville travel reimbursement procedures through the Concur Travel system and work directly with their department. UT travel policies and procedures will govern all reimbursements under this program.

Program Development Grant Application

Name: _____ Rank/Title: _____

Department: _____ College: _____

Email: _____ Office phone: _____

Location(s): _____ Dates of visit: _____

(Development grants may not be used for travel to countries on U.S. Department of State travel warning list)

Budget

Airfare \$ _____

Ground Transportation \$ _____

Meals \$ _____ x _____ days = \$ _____

Admission fees \$ _____ x _____ days = \$ _____

Additional anticipated expenses:

_____ \$ _____

_____ \$ _____

Total expenses \$ _____

Support from department \$ _____

Support from college \$ _____

Other sources

Define: _____ \$ _____

_____ \$ _____

Define: _____ \$ _____

Amount requested from CGE funds: \$ _____

I understand that I must submit a trip report as outlined in the program development grant application within four weeks of the site visit.

Applicant Signature _____ Date _____

Department Head Signature _____ Date _____

Dean Signature _____ Date _____

Please submit completed application and 2-3 page proposal to:
Kate Scott (kscott71@utk.edu or 865-974-3177), Director, Programs Abroad Office
1620 Melrose Ave. Knoxville, TN 37996