

**Office of Research and Sponsored Programs**  
**International Travel Program Application Checklist**

Eligibility:

- Regular full-time, tenure-track faculty
- Group of up to ten faculty members (maximum \$1,000 per member)

Application Formatting:

- 10 or 12 pitch Courier or Times New Roman font
- Single spacing in body with double-spacing to divide sections
- Left justified with indented paragraphs
- Three-page maximum length

Proposal Content:

- Abstract (250 words maximum)
- Location of Proposed International Travel Activity(ies)
- Date(s) of Proposed Activity(ies) Timeline
- Scope of Proposed Activity
- Purpose of Proposed Activity
  - Incorporate the material into the class
  - Submit materials for publication
  - Submit for external funding
- Budget and Budget Narrative
  - Include all planned expenses and all sources of funding
  - If no matching is possible, please explain why

Required Attachments (i.e., abbreviated vita, conference/meeting/symposia/workshop information including registration, copy of paper notification, evidence that results of previous awards have been used in classroom)