

ITF

The Provost's Office has created a fund to enable UNCG faculty to attend professional conferences *outside of North America*.

Please note: Funding to enable UNCG faculty to attend conferences *within North America (U.S., Canada and Mexico)* may be obtained from the Office of Research: phone 4-5495 or visit <http://www.uncg.edu/rsh/scholarstravel.html>

The purpose of the ITF is to provide UNCG faculty members with the opportunity to present their work to an international audience and to get to know colleagues from other countries. Grants are limited to \$500 per trip. To ensure a fair distribution of resources, faculty members may receive only one ITF grant per academic year, and priority will be given to those who have not received ITF grants in each of the previous two years. Grants are restricted to full-time faculty members. Funding is very competitive, so special consideration will be given to new faculty.

ADMINISTRATION OF THE ITF

The fund is administered by the university's Advisory Committee on Discretionary Funds for International Programs, a body comprised of UNCG

faculty members with special expertise in international matters. The UNCG International Programs Center (IPC) provides administrative support to the work of the Committee.



FUNDING PRIORITIES

While the Committee wishes that it could fund all trips overseas, limited funds necessitate that it support faculty participation in meetings that exceeds mere attendance. In descending order of priority, support will be given to those who:

- a) Deliver a major, invited paper
- b) Present a paper as part of a panel presentation
- c) Organize and chair a panel discussion
- d) Serve as a discussant on a panel

In addition, the Committee will consider requests for support from UNCG faculty members who are traveling to overseas meetings in their capacities as elected officers or board members of international organizations.

TIMING AND METHOD OF APPLICATION

The proposal process is intended to be as simple as possible. There are no deadlines

for application; instead, the Committee will review proposals as they are received. A complete application should consist of a one-page memorandum with the ITF budget form, and relevant attachments.

The ITF budget form can be found at www.uncg.edu/ipg/facultystaff/fgpoingabroad/itfbudgetform.pdf

The memorandum should specify:

- the conference to be attended
- its location
- when it will be held
- the cost of attendance and other sources of travel support, if any
- the nature of the faculty member's participation in the professional meeting.

The memorandum should also indicate any ITF support the faculty member has received during the preceding three years.

The memorandum should be initialed by the applicant's dean and department head to indicate that they are aware of the proposal. The applicant should attach to the memorandum copies of letters, printed program entries, and/or other such documentation indicating the nature of the applicant's participation.

The application should be sent to the Discretionary Committee c/o the Associate Provost for International Programs (See other side for the address). Applicants should expect a response within two weeks of the proposal submission.

OTHER SOURCES OF FACULTY SUPPORT FOR INTERNATIONAL PROJECTS

In addition to the ITF, many other sources of support exist for the international activities of UNCG faculty members. Besides administering the ITF, the UNCG Committee on Discretionary Funds also oversees the Kohler Fund, which provides support for faculty members in six areas. A faculty member interested in that fund should request from the IPC a brochure that describes the Kohler program and the method of application.



Faculty members who wish to teach abroad will be interested in the UNCG International Exchange Assignment. Through this program, a faculty member can swap places with a colleague overseas for part of a semester up to an academic year. A brochure describing this program is available from the International Programs Center.

The IPC also provides faculty with information about external grant and fellowship opportunities. In recent years UNCG faculty members have received support from such international sources as Fulbright, Rotary, and DAAD.

THE UNCG INTERNATIONAL PROGRAMS CENTER

In addition to providing faculty with financial support, IPC supports the international pursuits of the entire university community.

Established in January, 1992, IPC conducts UNCG's student exchange and study abroad programs; assists in the recruitment and retention of qualified international students; manages UNCG's international linkage program with foreign universities; welcomes visiting faculty from foreign institutions; and assists schools and departments in arranging programs for international visitors.



Faculty wishing to learn more about IPC and its programs are encouraged to contact:

Dr. Lyn Lawrance

Associate Provost

Email: lawrance@uncg.edu

International Programs Center

The University of North Carolina at
Greensboro

127 McIver Street

Greensboro, NC 27402-6170

Phone: (336) 334-5404

Fax: (336) 334-5406

www.uncg.edu/ipg/facultystaff/fgoingabroad/travelfunds.html

THE INTERNATIONAL TRAVEL FUND (ITF) PROGRAM



*Enabling UNCG
Faculty to Attend
International Conferences*



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

International Programs