



## **UMAIE/SEMINARS INTERNATIONAL FACULTY DIRECTOR TRAVEL GRANT PROGRAM**

Applications are invited for travel grants made available through a program sponsored by the Upper Midwest Association for Intercultural Education (UMAIE) in cooperation with Seminars International, Inc. A maximum of \$3,000 is available to be awarded annually to support faculty research related to leading future courses for the UMAIE Consortium. A faculty may receive up to \$3000, at the discretion of the UMAIE Board, to support research related to leading future courses for the UMAIE Consortium.

### **OBJECTIVES**

- 1) To assist faculty of UMAIE member institutions to test their suitability for UMAIE course leadership, and to assist them in the acquisition of leadership experience and skills.  
**And/Or**
- 2) To assist faculty of UMAIE member institutions to become familiar with foreign settings and to develop indigenous contacts that might be helpful in planning new courses.

### **ELIGIBILITY**

Any regular faculty member holding academic rank at a member institution of UMAIE may apply for a travel grant by submitting a written proposal to the UMAIE Board of Directors representative prior to April 1 of any academic year. A completed application must include:

- 1) A proposal, not to exceed three typewritten pages, specifying the nature of the course proposal that will result from the travel grant and how the proposed period of study will meet the objectives of the grant program.
- 2) A letter of support from the academic dean of the applicant's institution specifying the amount of institutional financial support that will be available to the applicant. The letter of institutional support should also address the likelihood that the applicant will remain in the institution's employment long enough to propose and direct a UMAIE course.
- 3) An itemized budget of how the travel grant will be accounted for in order to aid the UMAIE Board in justifying need and costs. Faculty are encouraged to consult with UMAIE's logistics provider, Seminars International, for assistance in determining these costs.

### **PROCEDURES**

- 1) Applications should be developed in consultation with the institutional representatives to the UMAIE Board of Directors.
- 2) Applications must be received by the UMAIE Board representative by April 1 of the academic year previous to the proposed period of study.

- 3) Completed applications will be reviewed and selections will be made by the UMAIE Board at its spring meeting. Grant recipients will be given a date by which they must accept or decline the grant (normally June 1). If the person declines, the alternate will be notified.

### **PROCEDURES continued**

- 4) Notification of grant awards will be sent directly to the applicant with a copy to the applicant's academic dean and UMAIE Board representative.
- 5) Grant recipients must submit a written report to UMAIE within two months of their return summarizing their objectives, discussing how their objectives were met (or not), and explaining what kind of a course they intend to offer in the future (and when), with a rough sketch of an itinerary and potential syllabus. Itemized original receipts must accompany this report. A copy of the report and receipts should also be given to the home institution.
- 6) Grant awards will take the form of a credit applied to the expenses of the travel that has been designated in the application. Travel arrangements will be made by Seminars International, Inc. Any institutional support funds will be dispersed directly to the grantee.

### **GUIDELINES**

Decisions of the UMAIE Board of Directors will be governed by the following guidelines:

- 1) Does the applicant have the necessary academic qualifications to lead the type of course anticipated?
- 2) Does the proposed course represent a significant addition to the courses previously sponsored by UMAIE?
- 3) Is there a perceived need for the proposed course?
- 4) What effect would a grant have upon the equitable distribution of travel grants among member institutions?
- 5) Is the amount requested accounted for or justifiable?

### **OBLIGATIONS**

- 1) Grant recipients may choose to accompany one of the UMAIE sponsored courses. Grantees will have no leadership responsibilities for the course, but their level of participation in the course is expected to be appropriate to the objectives of the travel grant program. Grantees may depart from the group for brief periods with the understanding that such deviations are for the purpose of work on the course they plan to propose.
- 2) The UMAIE board expects that travel grants will result in proposals for future UMAIE courses.
- 3) The UMAIE board is under no obligation to approve a course proposal that was developed under the support of a travel grant.