INTERNATIONAL TRAVEL FUND (ITF) APPLICATION

DESCRIPTION OF THE INTERNATIONAL TRAVEL FUND (ITF) PROGRAM

The Provost’s Office has created a fund to enable UNCG faculty to present their work to an international audience and to interact with colleagues from other countries. These professional conferences must be outside of North America.

Successful applications may be awarded up to $600 per trip. Because of limited funding and high demand, faculty members may receive only one ITF grant per academic year, and they are ineligible to receive a grant more than two years in a row. Grants are restricted to full-time faculty members. Only complete applications that are submitted before travel will be considered.

Funding for Conferences in North America
Funding to enable UNCG faculty to attend conferences within North America (U.S., Canada and Mexico) may be obtained from the Office of Research and Economic Development: phone 4-4623 or visit: http://research.uncg.edu/funding/research.uncg.edu/scholars-travel-program/ for guidelines and application information.

FUNDING PRIORITIES
In order of priority, support will be given to those applicants who:

• Deliver a major, invited paper or presentation in the applicant’s field of Research or Creative Activity
• Present a paper as part of a panel presentation
• Organize and chair a panel discussion
• Serve as a discussant on a panel

Additionally, funding may be available to those attending a conference as an elected officer or board member of an international organization or presenting in a poster session or round table discussion.

NOTE: A joint presentation is only eligible for one ITF award.
UNCG INTERNATIONAL TRAVEL FUND (ITF) APPLICATION FORM

A. APPLICANT INFORMATION

__________________________________________________________  ____________________________
Last name, first name, middle initial             Email                  Telephone

B. CONFERENCE INFORMATION

Name of Conference: ____________________________________________
Sponsoring Organization(s) ______________________________________
Official Dates of Conference ____________________________
Location of Conference _________________________________________
City                      State
Title of presentation/panel ________________________________

Purpose of Travel (check at least one) **Attach an official invitation to conference.**
☐ Deliver a major, invited paper or presentation in the applicant’s field of Research or Creative Activity
☐ Present a paper as part of a panel presentation
☐ Organize and chair a panel discussion
☐ Serve as a discussant on a panel
☐ Poster Session or Round Table Discussion
☐ Attend as an officer or board member
☐ Other (**Attach a description of the activity including your responsibilities and official documentation of your participation**)

C. SIGNATURES

Applicant _______________________________________________ Date _____________________________

Dept. Chair or Head_______________________________________ Date _____________________________

Dean or designee_________________________________________ Date _____________________________
### ITF BUDGET SUMMARY for
International Programs Center (IPC) International Travel Fund (ITF) Grant

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<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Other Funds</th>
<th>ITF Request</th>
<th>Approval (for IPC use only)</th>
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<td>Transportation – Air</td>
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Remember to include official invitation.
This application can be found at: [www.uncg.edu/ipg/itfapplication.docx](http://www.uncg.edu/ipg/itfapplication.docx)