STUDY AWAY PROGRAM DEVELOPMENT GRANTS

1. The Office for Study Away & International Education has a small pool of funds for study away program development and extension. Typically these grants will supplement travel, but requests can be made for other types of study away program development. Faculty interested in developing a new or improving an existing faculty-led study away program either in the regular semester, summer, or May Experience, should make this request to the Assistant Director for Study Away, Trone Center 209 N. Typically, such requests will be between $200-700. In most instances faculty would have secured funding from other sources and the study away program grant will serve as a supplement.

2. Faculty should make such requests on department letterhead. Your requests should articulate the rationale and purpose of the proposed travel/visit, the dates for travel, proposed outcomes, other sources of funding either secured or requested, and the requested amount. Funds requested for program development other than travel should also provide a rationale, proposed outcomes etc. This information will be shared with the Study Away Faculty Committee for their approval.

3. If the request is approved, faculty will be required to submit within three months of the travel/program development, a brief report to the Assistant Director for Study Away, Trone Center 209 N. In addition to outlining expenses and how the funds were utilized, the report should discuss any planning that has begun towards offering a study away program, or extending an existing faculty-led travel program. It should also state the proposed date/semester that the program will likely be offered.

4. For additional questions, please contact the Assistant Director for Study Away & International Education.

* For travel related to program development, faculty should complete a travel voucher. The Rinker Center for Study Away will inform the Office of the Provost on the approved amount and budget number.