

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 and Economic Development: phone 4-4623 or visit: <http://www.uncg.edu/rsh/scholarstravel.html> for guidelines and application information.

The purpose of the ITF is to help provide UNCG faculty members with the opportunity to present their work to an international audience and to interact with colleagues from other countries. Grants are limited 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.

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 or creative presentation*
- 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. *Presentations, exhibits or book readings are appropriate for funding requests if your field is in the creative arts. **NOTE: A joint presentation is only eligible for one ITF award.**

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. Typical processing time is two weeks. 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 <http://www.uncg.edu/ipg/itfbudgetform.pdf>



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International Programs

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.

REIMBURSEMENT OF EXPENSES

For an expedient reimbursement upon your return be sure to follow all university travel policy and reimbursement procedures.

Faculty should work with their departmental assistants to complete necessary paperwork. Pertinent instructions can be found at the following link: <http://www.uncg.edu/ipg/Kohler-ITFreimbursementchecklist.pdf>

IPC always appreciates a short electronic report with photos sent to pipynes@uncg.edu for IPC/University publications, reports and websites.

*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. Please consult: <http://www.uncg.edu/ipg/kohlerbrochure.pdf>



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, the Center publicizes international opportunities; assists schools and scholars seeking external funding for international programs; supervises the University's faculty exchange and student study abroad programs; provides travel grants for study abroad students; and facilitates in the admission, recruitment, retention of qualified international students.



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

Dr. Penelope Pynes

Associate Provost

International Programs

Email: pjpynes@uncg.edu

International Programs Center

The University of North Carolina at Greensboro

203 Foust Building

Greensboro, NC 27402-6170

Phone: (336) 334-5404

Fax: (336) 256-8509

<http://www.uncg.edu/ipg/itfbrochure.pdf>

(Last updated 26 July 2011)

*THE
INTERNATIONAL
TRAVEL FUND
(ITF)
PROGRAM*



*Enabling UNCG
Faculty to Attend
International Conferences*



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