

2018-2019 Faculty International Travel Program

MU College of Arts and Science

Faculty International Travel (FIT) awards provide partial support for travel to destinations outside the United States for faculty who are giving research presentations, exhibitions, or performances of major significance in an international context or who are contributing in important official capacities to meetings/forums of international significance.

The maximum award an applicant can receive from the FIT program is \$2,000. It is expected that the total cost of the travel will be shared between the home unit (i.e., department, division, or school) and the FIT grant funds. Support is available for lowest roundtrip airfare and other additional expenses related to the travel such as local transportation costs, hotel costs, and meals. Conference and registration fees are not covered by this program.

FIT funding will not be provided for travel to conferences or other venues organized and/or offered exclusively by for-profit entities. Invitations for departmental presentations at international institutions alone are not sufficient for funding under the FIT program, but they may be included as part of a valid international travel request.

Eligibility

1. Tenured, tenure-track, and ranked non-tenure track faculty at the level of Assistant Professor and above are eligible to apply.
2. Emeritus faculty can apply if they are current employees of the University and will continue to be employed by the University for a minimum of one year following the completion of an award.
3. There is a limit of one FIT award to an individual within any 24-month period. An applicant can submit a new application for an event occurring 24 months after the previously awarded meeting, performance, or exhibition.
4. The University expects the applicant to remain a University employee for a minimum of one year following completion of an award.

Deadlines (Firm)

August 20, 2018, 5pmCT
January 22, 2019, 5pmCT

Notification Dates (Approximate)

November 1, 2018
March 7, 2019

Application Instructions

An application must be submitted as a single PDF document to umcasdeansofc@missouri.edu by 5pmCT on the specified deadline date. On-time submission and adherence to the application guidelines ensures fairness for all applicants; therefore, applications that are submitted after the deadline, are incomplete, or do not meet the format requirements described below will be returned without review. In such cases, applicants will be invited to submit for the next deadline.

Format/Checklist

1. Conference Description
 - a. Conference title
 - b. What is the stature of this conference? How important is it in your field?
 - c. Type of involvement (presentation/other)
 - d. What was the selection criteria for the conference (competitive, invited, refereed, etc.)?
2. Presentation Description
 - a. Paper/presentation title
 - b. Paper/presentation abstract (limit: 250 words)
 - c. How much of an impact will presenting at this conference have on your career?

- d. What benefit will MU gain from your presentation at this conference?
3. Non-Presentation Participation Description
 - a. What is the nature of your participation?
 - b. How much of an impact will attending this conference have on your career?
 - c. What benefit will MU gain from your attendance at this conference?
4. Abbreviated Biographical Sketch/Curriculum Vitae
 - a. Education
 - b. Employment history
 - c. List of grants and fellowships
 - d. List of publications in the last eight years (up to ten publications)
 - e. 250-word biographical sketch
5. Budget and Previous Support
 - a. Budget needs (e.g., airfare, lodging, transportation, per diem)
 - b. Other funding sources and amount of funding (e.g., department/division/school contributions, grant funding)
 - c. List the previous MU support for travel for the past eight years
6. Supporting Documentation
 - a. Communication indicating submission/invitation to or acceptance in the conference

Research Compliance

All research must be conducted in compliance with Federal and University Regulations. Compliance approval(s) is not required at the time of the application submission; however, funds will not be released until such approval(s) is received by email in the Office of Research (internalfunding@missouri.edu) and the A&S Dean's Office (umcasdeansofc@missouri.edu). Application forms can be found on the Office of Research website: <http://research.missouri.edu/compliance>.

Criteria Used to Evaluate Applications

Generally, awards are made to individuals who are giving presentations, exhibitions, or performances of major significance in an international context or who are involved in important official capacities in meetings of international significance. Presentations of posters are generally accorded a lower priority than papers, lectures, or readings. Therefore, for poster presentations, it is particularly incumbent on the applicant to make clear a high level of selectivity for participation and a high degree of visibility at the conference. Exhibitions and performances at highly visible events or venues with high professional impact for the faculty member and for MU will be given preference.

1. Nature of Participation. Is the presentation, paper, exhibit, or performance invited or refereed? If no presentation is being made, does the nature of the applicant's participation clearly benefit their career and MU? Is there evidence of a high level of selectivity?
2. Importance to Applicant's Career and/or Field. Is attendance at the meeting important to the applicant's career or field? Is there evidence that the applicant's participation will have a significant benefit for MU?
3. International Scope and Significance. Is there evidence that the meeting or forum is international in scope and is a major international gathering in this field?
4. Budget Justification and Previous Funding. Does the applicant have funding from their home unit? Has the applicant obtained previous MU funding for travel?