

## INTERNATIONAL TRAVEL FUND, 2011-2012

### OFFICE OF INTERNATIONAL AFFAIRS EAST CAROLINA UNIVERSITY

Any East Carolina University full-time faculty member who will be giving a scholarly presentation at a professional conference or event abroad may apply through the International Travel Fund (ITF) for a travel grant of up to \$500 (or \$250 if the trip is to Canada) from ECU's Office of International Affairs. ITF requests must be for future events as retroactive funding is not possible.

Recipients of be made from fiscal year 2011-2012 funds. Any event scheduled on or before May 31, 2012, must have funds both awarded and expended by May 31, 2012. If, however, the date of an event is after May 31, 2012, the applicant may still take advantage of 2011-2012 funding by getting approval and prepaying expenses related to the event. (For example, fiscal year 2011-2012 funds can be used to prepay such costs as conference registration fees or to buy an airline ticket for later travel toward a summer 2012 event as long as such charges are both approved and submitted for reimbursement in the normal ECU manner by May 31, 2012.)

**The Application:** Applicants must submit the following in order to be considered for a grant.

1. A completed [ITF grant application form](#) signed by the applicant's dean or department chair indicating support for the proposal and including:
  - A description of the conference or event
  - A budget, indicating projected travel costs, the specific amount requested and other sources of funding, including the amounts
2. A conference or event letter of acceptance to give an academic presentation
3. A copy of the conference brochure or announcement and/or other pertinent documentation indicating the nature of the applicant's participation
4. A copy of ECU's regular Travel Authorization Request form *bearing all signatures*

**Procedure:** One paper copy of the [ITF application](#) with all signatures, documentations and attachments must be sent to the ECU office address below. In addition, an electronic copy of the two-page ITF application form itself must be e-mailed to [internationalaffairs@ecu.edu](mailto:internationalaffairs@ecu.edu).

ECU Office of International Affairs  
International Travel Fund  
306 East Ninth Street  
Greenville, NC 27858

**Deadlines:** There is no ITF application deadline per se. Applications will be acted upon soon after receipt and awards made on a first-come-first-served basis until the year's funds are depleted.

**Exclusions:** Because International Travel Fund funds are limited, faculty members who received an ITF grant in 20 -20 or who have already done so during the current year are not eligible to apply. Awards are not given for summer study-abroad trips. Alaska, Hawaii, Puerto Rico and the US Virgin Islands are, of course, ineligible destinations. *Note that ECU budget recalls or travel restrictions may suddenly affect the availability of funds or limit faculty members' ability actually to travel and apply ITF monies already awarded.*

Applicants for International Travel Fund grants are urged also to seek financial support from other potential sources, both within the University and without.