

**MIAMI UNIVERSITY  
OFFICE OF INTERNATIONAL EDUCATION**

**Application Information for the  
Faculty Development Fund for International Travel (FDF)**

The Faculty Development Fund for International Travel supports international academic and professional travel by Miami faculty and staff utilizing the gifts to the MU Fund by Miami friends and alumni.

The following guidelines are used when reviewing requests for travel funding:

1. Grant support is specifically earmarked to provide travel assistance to persons who are invited to present papers or to give lectures at international conferences or professional meetings in other countries. No funds are available to travel to conferences in the United States or its possessions.
  - a. Applicants must be full-time faculty/staff at Miami University and not in any "visiting" capacity.
  - b. Grantees can receive grants for two consecutive academic years, but not three years in a row.
  - c. Priority is given to applicants making their first-ever professional trips abroad.
  - d. A large portion of funding is reserved for conferences abroad in the late spring and summer.
2. Each application for support from the Faculty Development Fund must have promised support from the Department Chair and Divisional Dean or Executive Director of a branch campus. The amount and source of support is to be indicated as part of the request for FDF funding.

### **Procedures**

1. Requests for Faculty Development Funds must be submitted at least one month in advance of the proposed travel. All requests are to be made via the **approved form** and channeled from the Department Chair to Dean/Executive Director to Director of International Education. Requests are to include the (1) **specific dates** of the conference or professional meeting; (2) a copy of the **letter of invitation** to present a paper/lecture/demonstration; and (3) an **estimated budget of travel costs**.
2. If approved, a memorandum of intent to commit funds will be sent by International Education to the applicant with a copy to the Dean/Executive Director and to the Department Chair, if applicable.
3. **Reimbursement: The final travel expense report must be submitted to the Office of International Education within 30 days following the completion of travel or the award will be withdrawn.** When the report has been prepared, it is to be sent (with copies of receipts) to the Office of International Education for the account number and authorizing signature.
4. Recipients of grant support must inform the Office of International Education **immediately** if their plans should change and the trip is not to take place.

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***Applicant Information – PLEASE TYPE***

Name:  
Department Name:  
Address:  
Date of Request:  
Telephone:  
Email:

**Attach to this form a letter of invitation and a budget of estimated costs of travel.**

**Recipients of grant support must inform the Office of International Education immediately if their plans should change and the trip does not take place (529-5628 or [keitgedj@muohio.edu](mailto:keitgedj@muohio.edu)).**

**Within 30 days of completion of travel, both a final EXPENSE REPORT and ONE-PAGE TRIP SUMMARY must be submitted to the Office of International Education to complete the requirements for this grant.**

***Information on Academic Conference or Professional Meeting – PLEASE TYPE***

Title of Conference/Meeting:  
Location of Conference/Meeting:  
Dates of Conference: Dates of Travel:  
Sponsoring Organization/Association:

***Department and Division Approval and Amount of Financial Support – SIGNED & TYPED***

Department Chair Signature: \_\_\_\_\_ \$ Amount:  
\_\_\_\_\_

**Typed** Name, Department & Address:

College/School Dean or  
Executive Director Signature: \_\_\_\_\_ \$ Amount:  
\_\_\_\_\_

**Typed** Name, Division & Address: