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Office of Global Engagement

Study Away Preview Grant

Application Form

* Name: Click here to enter text.
* Proposed travel to which countries: Click here to enter text.
* Are any of these countries currently under a U.S. State Department Travel Warning?

Yes [ ]  No [ ]  If yes, please explain the warning Click here to enter text.

* Have you visited this site previously? Yes [ ]  No [ ]

 If yes, when and under what circumstances? Click here to enter text.

* Proposed dates of travel: Click here to enter a date. Click here to enter a date.
* Has your study away course been approved by Faculty? Yes [ ]  No [ ]

 If not, when will the course be submitted for approval? Click here to enter text.

* Term and year in which this travel course will be offered: Choose an item.

Choose an item.

* Explanation of grant request: Click here to enter text.
* Amount requested: $0000.00 (maximum amount is $2500)

Attach a preliminary budget for this Preview Grant (include airfare, ground transportation, accommodations, meals, site entry fees, etc.).

Preview Grant Policies:

1. You are required to submit an expense report with receipts within two weeks after return.
2. You must reimburse Global Engagement if expenses exceed the preview grant award and have been charged to the college; and any expenses over the amount of the grant will not be reimbursed.
3. Faculty cannot receive a Preview Grant in two consecutive years and must execute the study away course within a year after the Preview Grant.
4. You must recap your experience in a report within two weeks after the conclusion of your travel. This report may be shared with faculty who want to travel to this country or region in the future. Please compose a summary that includes the following:
5. purpose of your trip
6. a daily itinerary with dates
7. activities and locations
8. key contacts
9. meetings and their outcomes
10. advice for other faculty who are contemplating or planning a study away course to this area
11. A maximum of four preview grants per year will be available campus-wide.
12. Although two faculty members are required to accompany a course, a Preview Grant requesting funding for only one faculty will be considered.
13. Preview Grant applications will be accepted at midterm of Fall and Spring semesters and will be awarded at the end of Spring semester.

Feel free to add any additional information or documents, especially photos.

Failure to adhere to any of the policies may result in faculty not being approved for future travel with Global Engagement. \_\_\_\_\_

 Initial

Grant Applicant:

Signature Click here to enter text. Date Click here to enter a date.

Department Chair approval:

Signature Click here to enter text. Date Click here to enter a date.

Vice President for Academic Affairs approval:

Signature Click here to enter text. Date Click here to enter a date.