



Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

FY20 International Travel Funds from the Franklin College

To support faculty research and exposure at international conferences, Franklin College will again provide funds to assist with international faculty travel in FY20. International travel is defined as travel outside the 48 contiguous states. Awards are made through a competitive process and funding is not guaranteed.

Eligibility and Matching Funds

Eligible to apply are faculty members who are invited and/or accepted to attend an international conference or venue to present a scholarly paper or creative work. Faculty members include full-time faculty, including lecturers and academic professionals. Visiting and adjunct professors and non-UGA paid employees are not eligible to apply.

International travel funding is limited to one trip per faculty member during FY20. The funding formula is as follows: 50% (up to \$2000) Office of the Provost; 50% Franklin College (up to \$500) and/or other sources, such as grants, IDC funds, First-Year Odyssey funds, professorship funds, support accounts, and the departmental travel allocation. Please note that funding provided by the conference organizers cannot be used as a match. When submitting an application, the total amount of expenses estimated must match the total amount of funding requested.

Application Procedures

For all requests, please use the Provost's FY20 International Travel Funds Request Form, which can be found here <https://provost.uga.edu/resources/documents/FY20-travel-funds-form.pdf>. When describing the nature of the travel, please be precise in explaining your role at the conference or meeting (e.g. presenting a research paper or creative work, participating on an invited panel). Attach documentation supporting your request (e.g. letter of invitation and/or acceptance). The documentation needs to be translated into English, if applicable. The request should have the approval of the department head or director.

Faculty should request funds strictly within the chronological parameters of one conference and should not make requests for funding to cover costs of a stay that extends beyond the conference dates, or additional research trips or other conferences that take place immediately before or after the conference for which funding is sought.

Requests can be submitted at any time and will be reviewed monthly by the Franklin College International Studies Committee. Requests submitted during the summer will be considered ad-hoc. Submit all requests to Karen Coker at kcoker@uga.edu or 316 Old College.

The faculty member and unit will receive notification of travel award via email. For UGA travel policies and procedures, please refer to the Office of the Vice President for Finance and Administration guidelines at http://www.busfin.uga.edu/accounts_payable/travel.html.

For questions or inquiries, please contact Karen Coker at kcoker@uga.edu.