INTERNATIONAL CONFERENCE FUND
FACULTY TRAVEL GRANT

East Carolina University tenured or tenure-track faculty who give scholarly presentations at professional conferences abroad may apply for a travel grant of a specific amount, not exceeding $500 (or $250 if the trip is to Canada), from the International Conference Fund. Requests should be for a future event. Retroactive funding is not possible.

Applicants must submit the following in order to be considered for a travel grant:

- A completed International Conference Fund Grant Application including:
  - A description of the conference
  - A budget, indicating specific travel costs, the specific amount requested, and other sources of funding including the amounts
- A copy of the conference brochure or announcement and/or other pertinent documentation indicating the nature of the applicant's participation
- The signature of the applicant's dean or department chair indicating support for the proposal

Applicants should submit to the Advisory Committee On Intramural Awards for International Activities, one paper copy of the application with signatures and documentation as well as one electronic copy of the application for distribution to committee members. The electronic copy should be sent to mccarterto@mail.ecu.edu. The paper copy of the application with attachments should be sent to the Committee via the Office of International Affairs, 306 East Ninth Street, Greenville, NC 27858.

Applicants for International Conference Fund Grants are encouraged to seek funding from other sources, both within the University and from external sources.

Due to the limited amount of money available, faculty who have received an International Conference Fund Grant during the last academic year are not eligible for funding in the current year.

While the Committee wishes that it could support all trips overseas, limited funds necessitate that it support participation in meetings beyond mere attendance. In descending order of priority, support will be given to those who:

a) Deliver a major featured lecture at a conference
b) Present a paper as part of a panel presentation
c) Organize and chair a panel discussion

Applicants should make clear to the Committee which category (or categories, if they are playing more than one role at the conference) applies in their case. While this fund is intended primarily for travel to international conferences, we will consider travel to roundtables of workshops when these are particularly prestigious. In these cases, the applicant must provide evidence of the exceptional nature of the venue.

This fund does not provide support for "roundtable discussions" such as those held at Oxford on a regular basis.

The Committee will review proposals as they are received. Applicants should expect a response within two weeks.
INTERNATIONAL CONFERENCE FUND

FACULTY TRAVEL GRANT APPLICATION

DATE OF SUBMISSION ________________

Name ___________________________________________________________

Academic Department _______________________________________________

Campus Address ___________________________________________________

Name of conference (Attach brochure or announcement)
________________________________________________________________

Location _________________________________________________________

Dates ____________________________________________________________

Nature of the faculty member’s participation in the conference  (Attach copies of letters, printed program entries, e-mails from conference organizers and/or other such documentation indicating the nature of the applicant’s participation)
Estimated cost (Attach budget) ________________________________

Amount requested from International Conference Fund $________

Amount to be provided by other ECU sources $________

Amount to be provided from grants and other
External sources $________

Amount to be provided from personal funds $________

Will you receive compensation, either financial or in-kind, from conference sponsors? _______________

If so, how much do you expect to receive? ________________________________

Have you previously received travel funds from the International Conference Fund? ________________________________

If so, when did you receive them? ________________________________

How much did you receive? ________________________________

_________________________________ _________ _________________
Signature of applicant    Date

_________________________________ _________ _________________
Signature of Applicant’s Dean or
Department Chair (indicates support for proposal)    Date

Submit a completed electronic copy of this application to
mccarterto@ecu.edu

Submit the full application including attachments to:

Advisory Committee on Intramural Awards for International Activities
Office of International Affairs
306 East Ninth Street
Greenville, NC 37858-4353