

Faculty International Program Development Award Guidelines

PURPOSE:

The College of Public Health Faculty International Program Development Award is intended to provide COPH faculty members with funds to help defray the cost of international travel associated with program development that will benefit COPH.

Program development may include:

- Instituting new collaboration or facilitating existing collaboration with international partners
- Developing educational programs, initiating new research collaborations (but not to conduct research), or other similar scholarly activities overseas that will advance the global agenda of the COPH

These funds are not intended to cover the costs of travel to international conferences.

AWARD ADMINISTRATION:

This award is administered as a competitive internal award through the COPH Office of International Programs. Proposals are reviewed by the Office of International Programs based on the criteria set forth in these guidelines.

ELIGIBILITY:

- All COPH faculty members are eligible to apply. With limited exceptions, faculty may apply for and receive a maximum of one award per fiscal year. Faculty members can apply for travel anywhere in the world, but priority will be given to proposals that involve regional hubs targeted by the Office of International Programs:
 - Panamá
 - Ecuador
 - Uganda
 - Malaysia

AWARD AMOUNT FOR INDIVIDUAL FACULTY MEMBERS:

Up to \$3500.00 will be awarded to a faculty member traveling alone as determined by the estimated cost of the faculty member's travel for which no other funds are available. This is a competitive process, and the number of awards available will be dependent on funding and may vary. In order to be considered for an award, all application materials (listed below in the Application section) must be received prior to the respective deadline.

AWARD AMOUNT FOR FACULTY DELEGATIONS:

Two or more faculty members traveling together as a delegation to the same destination for the same purpose may apply for larger amounts of funding. The actual amount awarded will be determined by the estimated costs of the delegation's travel and ordinarily will be limited to a maximum of \$5000 total for all members of the delegation.

APPLICATION:

Applications will be received in the fall and spring semesters and must contain the following:

- A College of Public Health Faculty International Program Development Award application, completed by the faculty member(s) and signed by the faculty member's Department Chair
- A written statement of purpose for the award, naming the program to be developed, outlining the goals and objectives of the travel, and deliverables expected with a specific delineation of how the travel will benefit the COPH
- The planned travel itinerary and agenda
- Itemized estimated travel budget. Please refer to the USF travel guidelines for allowable expenses
- Signature of the departmental chair(s) is required for each faculty member traveling
- The traveler should certify that he/she has a valid passport with appropriate visas and valid emergency medical and evacuation insurance applicable to the intended destinations (CISI)
- If the traveler intends to take any students on the trip [note: student travel is ***not*** covered by these awards], it is critical that the International Field Experience Office be notified as soon as possible to ensure that all students have valid passports and appropriate visas, have valid emergency medical and evacuation insurance, and have submitted any necessary COPH paperwork
- *Travel to a country (or countries) with an active United States Department of State Travel Warning will require final approval by the Dean of the College of the Public Health*

DEADLINES:

Reviews of applications submitted to the Office of International Programs will begin by:

- October 17, 2015 (however applications will continue to be accepted past this date depending on the availability of funds)
- All travel must be completed by June 15, 2016
- All reports are due 4 weeks upon return or by July 15, 2016, whichever comes first

DELIVERABLES:

To maintain eligibility for this award, faculty awardees are expected to submit their reports within four (4) weeks of return (or by July 15th, whichever comes first).

- A brief trip report to the department chair, and to the Office of International Programs, naming the program under development and with a clear statement of deliverables, along with any requests for assistance with follow up on potential formal agreements or other matters.
- Unless faculty request that no announcements be made, photos and a brief article covering the trip and potential benefits to the COPH should be submitted to the Office of International Programs to be placed in venues such as the Our World in the COPH Monday Letter.
- All reports are due 4 weeks upon return or by July 15, 2016, whichever comes first