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**Application to Faculty Global Travel Fund (GTF)**

<https://www.ohio.edu/oga/global-travel-fund>

**Submission Guidelines**

Applications may be submitted by **Tenure-Track and Instructional Faculty** to:

|  |  |
| --- | --- |
| **The Global Travel Fund Committee**  [globalaffairs@ohio.edu](mailto:globalaffairs@ohio.edu?subject=Global%20Travel%20Fund%20Application)  Subject: Global Travel Fund Application | |
| **Deadline for signed forms:**  **11:59 pm** on date indicated below (or next business day if the date falls on a weekend/university holiday) | |
| **Cycle I. - May 1** | For travel starting in July or August |
| **Cycle II. - July 1** | For travel starting in September or October |
| **Cycle III. - September 1** | For travel starting in November or December |
| **Cycle IV. - November 1** | For travel starting in January or February |
| **Cycle V. - January 10** | For travel starting in March or April |
| **Cycle VI. - March 1** | For travel starting in May or June |
| *Note: 1) The GTF Committee will not review late or incomplete applications.*  * 1. *Each applicant can receive and utilize a GTF award only once every 2 years due to limited funding.*   2. *Should you decide not to use your GTF award, please let us know immediately at* [*globalaffairs@ohio.edu*](mailto:globalaffairs@ohio.edu) *so that funds can be reallocated accordingly.* | |

Double-Check your Submission: Have you included the following?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed Application Form |  | Signatures |
|  | Itinerary (if applicable) |  | Copy of quotes/ tickets/ reservations |
|  | Invitation Letter (if applicable) |  | Other (specify) Click or tap here to enter text. |

# Applicant’s Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | MM/DD/YYYY | | | | |
| Name | Click or tap here to enter text. | | | | |
| Tenure-Track Faculty | |  | Instructional Faculty | |  |
| Title | Click or tap here to enter text. | | Department/ College/ Campus | | Click or tap here to enter text. |
| Campus Address | Click or tap here to enter text. | | | | |
| Telephone | Click or tap here to enter text. | | Email | Click or tap here to enter text. | |

**Application Questions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Dates of Travel | MM/DD/YYYY  Departure Date | | | to | MM/DD/YYYY  Return Date | | |
| 1. Destination | City, Country | | | | | | |
| 1. Event Dates | MM/DD/YYYY | | | to | MM/DD/YYYY | | |
| 1. Amount requested from the Global Travel Fund Committee | | | | | | $Click or tap here to enter text. | |
| *Note: Approved proposals will receive equivalent of the economy airfare rate up to $750, though funds may be used for any portion of your international travel costs. See* [*www.ohio.edu/oga/global-travel-fund*](http://www.ohio.edu/oga/global-travel-fund) *for more information.* | | | | | | | |
| 1. Have you utilized GTF funding before? | | No | Yes | | | | If Yes, when?  MM/DD/YYYY |
| *Note: After applicants have been awarded and utilized a GTF grant, they must wait at least 2 years before applying again; e.g. if an applicant has utilized an award which was granted in the March 1, 2020 cycle, they must wait until March 1, 2022 to apply again.* | | | | | | | |

1. What is the purpose of your travel? (Include the presentation title or the topic/focus of your research, including 2-3 sentences to contextualize the justification and value of travel vs. virtual engagement)

|  |
| --- |
| Click or tap here to enter text. |

1. Briefly describe the expected professional outcomes/benefits and their relation to your unit's goals.

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| --- |
| Click or tap here to enter text. |

1. Budget Outline

|  |  |
| --- | --- |
| **Budget Item** | **Cost** |
| Airfare/ Other transportation (specify)  Click or tap here to enter text. | $Click or tap here to enter text. |
| Accommodation/ Hotel | $Click or tap here to enter text. |
| Registration | $Click or tap here to enter text. |
| Per Diem | $Click or tap here to enter text. |
| Other Expense (specify)  Click or tap here to enter text. | $Click or tap here to enter text. |
| What is the actual or estimated cost of all travel-related expenses for your international trip? | $Click or tap here to enter text. |
| *Note: Please attach a clearly legible copy of your ticket/ receipt, travel website airfare/ hotel quote, or other documentation of your actual or estimated travel or transportation costs. If asking for mileage, it must be less than or equal to economy airfare (supply this quote).* | |

1. To what other financial supports have you applied from your department or school, your college, and/or other sources to demonstrate feasibility of the international travel? Please indicate, as applicable:

|  |  |  |  |
| --- | --- | --- | --- |
| Dept/School | $Click or tap here to enter text. | | |
| College | $Click or tap here to enter text. | | |
| Other: | $Click or tap here to enter text. | Source: | Click or tap here to enter text. |

**Required Signatures**

The below signatures of your department chair/school director and dean indicate review and approval of the proposed travel. Letter for funded applications will be copied to your dean and unit head.

|  |  |  |  |
| --- | --- | --- | --- |
| **Director/ Chair/ Unit Head** | | | |
| Name | Click or tap here to enter text. | Signature |  |
| Date | MM/DD/YYYY | Insert Signature image above or type digital signature here |
| **Dean or Dean’s appointed representative** | | | |
| Name | Click or tap here to enter text. | Signature |  |
| Date | MM/DD/YYYY | Insert Signature image above or type digital signature here |
| **Applicant** | | | |
| Name | Click or tap here to enter text. | Signature |  |
| Date | MM/DD/YYYY | Insert Signature image above or type digital signature here |