INTERNATIONALIZATION
REQUEST FOR STUDY AWAY SITE VISIT GRANT

Submit to OI a complete packet including (1) preliminary program proposal, (2) site visit budget, (3) school/department funding commitment and (4) letter(s) of support from the host campus or organization (not required if using a third party). If you've already submitted your program proposal, we need ONLY THIS form.

OI welcomes proposals from all full-time GGC employees, but special consideration will be given to proposals with one or more of the following characteristics: novelty, intercultural component, interdisciplinarity, general education or core class offerings, first-time applicants, geographical distinctiveness, cost effectiveness, and viability.

NB: Support is contingent on availability of funds.

Final/detailed proposals are due on **June 30** for programs proposed for the following summer and **December 1** for programs proposed for the fall, winter, or spring of the following academic year.

1. **Draft Program Proposal**
2. **Site Visit Budget.** A detailed budget should be provided in addition to the summary on this page. Meals are not funded but may be included in the Budget Summary.
3. **Documentation –** Examples: travel information (itinerary, rates, and how obtained) and letter of support from host university or organization.
4. **Support Recommendations**: Comments from the school dean or department supervisor are required, except in cases where the dean/supervisor has already provided written support for the program elsewhere; otherwise, no proposal will be reviewed without the dean's or supervisor's written support. Schools or departments are expected to contribute financially towards the site visit and the proposed program.

I. APPLICANT INFORMATION

Name: _____ **SCHOOL/DEPARTMENT**: _____
Employment Status: ☐ Full Time ☐ Part Time

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Employment Status: ☐ Full Time ☐ Part Time

NAME OF PROPOSED PROGRAM: _____
LOCATION: _____ **PROGRAM** DATES (dep./ret.): _____
PROPOSED **VISIT** DATES: From _____ To _____

II. BUDGET SUMMARY. For each item below, provide documentation. Applicant should complete the **Total Needed** section before submitting to the dean/supervisor.

	APPLICANT	**DEAN/SUPERVISOR**	**To Be Completed by the OFFICE OF INTERNATIONALIZATION**	
	TOTAL Needed	Provided by School/Dept.	Provided by OI	TOTAL FUNDING
Lodging	$	$	$	$
Air Travel	$	$	$	$
Ground Travel	$	$	$	$
Per Diem	$	$	$	$
TOTAL	$	$	$	$

III. COMMENTS BY DEAN OR SUPERVISOR ON VALUE OF THE PROGRAM

Please indicate your financial support in the Budget Summary.

Program's value or contribution to the school/department and GGC (**NB:** Not required if the dean/supervisor has already provided written support for the program elsewhere, e.g., through an approved proposal)

_____
_____
_____
_____
_____
_____

_____	_____	_____
Name of Dean/Supervisor	Signature of Dean/Supervisor	Date

Form revised August 8, 2020