Faculty Application for
Dr. John Keshishoglou Center for Global Communications Innovation
International Scholar Travel Grants
(Submit to Staci Hall, email: shall@ithaca.edu)
There is no grant application deadline; applications reviewed when submitted.

Keshishoglou International Travel Grants provide funds to alleviate the cost of international travel associated with Park School creative, professional, or academic short-term program opportunities abroad (e.g., research or other special project/opportunity that is available to Park faculty outside the United States). Funds are not available to faculty traveling internationally to their home country. This grant opportunity is made possible by the Dr. John Keshishoglou Center for Global Communications Innovation, in honor of the founding Dean of the Roy H. Park School of Communications.

Eligibility:
Open to all full-time continuing faculty in the Roy H. Park School of Communications at Ithaca College who are not on a medical leave of absence. These grants are not open to faculty studying with another institution of higher education or funding anyone outside of the Park School. Faculty may apply for grants up to $1,000 once per academic year. The amount for the grant requested must be specified in the grant application. Given the competitiveness of the process and the limited funds available, grant recipients may receive partial funding.

Application Criteria:
In order to be considered for support, faculty must submit the following with a signed application:

- A double-spaced typed narrative description of the research/project, including the location, dates abroad, relevance of the project to the faculty and Park (not to exceed one page), and documentation about the arrangements you have made;
- A typed detailed budget of costs to be incurred (not to exceed one page).

Itemized receipts will be required as documentation for all expenses. Any expenses incurred above and beyond the original award amount will not be reimbursed. All travel related expenses will be handled using Ithaca College Finance Cloud system requiring a spend authorization prior to travel and expense report forms completed when you return.

Terms of the Grant:

Faculty must complete a ***Spend Authorization*** for travel approval and upon return complete an ***Expense Report*** through the IC Finance Cloud systems.

- IC Finance Cloud spend authorization: (*Instructional link below. Must be completed prior to your trip)* https://ithaca.teamdynamix.com/TDClient/34/Portal/KB/ArticleDet?ID=835

- IC Finance Cloud expense report: (*Instructional link below. Must be completed within 30 days of your return)* https://ithaca.teamdynamix.com/TDClient/34/Portal/KB/ArticleDet?ID=839

- Itemized receipts will be uploaded to IC Finance Cloud in your expense report.

- Direct Travel will be mandatory for all reservations including airfare, lodging, (see exception for conferences), car rentals, and ground transportation. Here is the link to create a Profile in Direct Travel: https://wx1.getthere.net/DispatcherServlet?requestType=logininq&site=macnairport

- Please see attached instructions and review the revised Travel Policy found at https://www.ithaca.edu/travel-services

- Faculty are required to submit photo(s), statements, quotes, and testimonials about the international travel for education, publicity, and promotional purposes. If this is not completed by the end of the academic year in which the grant is funded, the student will be notified by the Keshishoglou Center that no other funds will be granted.

- Acceptance of the grant gives the right to the Keshishoglou Center and the Roy H. Park School of Communications to use these materials on the web, in print, for panel discussions, or at conferences.

Selection Process:
After applications are reviewed, final recommendations will be submitted to the Dean of the Roy H. Park School of Communications, for approval. Applicants will be notified on a timely basis on the outcome of their application. Further questions concerning the grant process may be addressed to Staci Hall, Administrative & Financial Operations Manager email; shall@ithaca.edu.

Dr. John Keshishoglou Center for Global Innovation
International Scholar Travel Grants

NOTE: A signed copy of this signature page must be stapled to the front of the funding proposal.

Submit completed and signed forms to:
Staci Hall, email: shall@ithaca.edu

Name: _____
Please print or type your full name

Address: _____

Telephone number: _____   E-mail: _____

Department _____

Amount requested: $_____ (up to $1,000 per academic year)

Other sources of funding from institutions/programs/grants you have received for project/short-term academic program/opportunity (e.g., the U.S. Fulbright Scholar Program):

_____

Signature: _____

Date: _____