

**Office of International Programs
College of Agricultural Sciences
Student Group Travel Fund Application Form**

Deadlines

Applications for support should be sent to the college's Office of International Programs no later than 5:00 p.m. on August 22 or January 23. Decisions on funding will generally be made within one week of the application deadline. Funds may be used for matching funds if applying for Global Programs Travel Grants.

Directions for Submission

Please fill out the requested information. Provide a program description and a brief budget indicating matching funds from your department or other resources. Please submit your application by e-mail to: Ketja Lingenfelter, Study Abroad Coordinator: ketja@psu.edu.

Applicant Name:			
Title:			
Department:			
Campus Address:			
Campus Phone:		Fax:	
Email Address:			
Additional Coordinators Name(s):		Title(s):	
		Email(s):	
Project Title:		Countries of Destination	
Proposed Dates of Travel:		# of Students Participating:	
# of Graduate CAS Students:		# of Undergraduate CAS Students:	
Amount Requested \$1200 to \$5000 max:		Matching Funds Available Amount and Source(s):	

I. Program Description

Please refer to the evaluation criteria on page two

II. Course Description or Draft Syllabus

III. Tentative Travel Itinerary

IV. Proposed Budget (including matching funds)

Student Group Travel Fund Evaluation Criteria

Application Requirements

- Funding should be used for a program occurring within the next fiscal year.
- Applications are considered only for undergraduate and graduate embedded study tour experiences connected to a CAS course.
- Applications must be turned in by 5:00pm on August 22 or January 23. Decisions will typically be made within one week of the deadline.
- Questions and application materials should be sent to:
Ketja Lingenfelter
Study Abroad Coordinator
122 Ag Admin
(814) 863-4164
ketja@psu.edu

Evaluation Criteria

Applications will be evaluated according to the following criteria:

- Degree to which the program will promote global competency of CAS students
- Degree to which the program will contribute to the goals of the college's strategic plan
- Student learning objectives clearly stated as they relate to internationalization
- Priority given to
 - Departments who have not previously offered an embedded international experience for a particular major
 - First time study location
 - First time coordinator of study experience
 - "Non-traditional" study experience locations
- Matching funds are mandatory for award

Information for Recipients

- Recipients must contact Michelle Haagen, (814) 863-0249, mjh36@psu.edu within 30 days of award notification with the name of their financial officer and appropriate budget/fund number for transfer of funds.
- If the trip must be postponed, funds are not guaranteed for future trip, and if the trip must be cancelled, funds must be returned to the Office of International Programs within 30 days of cancellation.
- Travel to countries with U.S. State Department Travel Warnings must be in compliance with Penn State's travel policies. The award from the travel fund does not replace any requirements pursuant to those travel policies.
- Administration of the CAS Embedded Course Pre-Course and Post-Trip on-line Survey to participating students is required for fund awardees.

Additional Funding Opportunities

- Visit the University Office of Global Programs at http://www.global.psu.edu/faculty_staff/faculty_travel_grants.cfm to learn about their faculty travel grant, due September 1 and February 1.
- Share your program plans with the college's Office for Undergraduate Education, Dr. Tracy Hoover, tsh102@psu.edu and Ms. Denise Connelly, dcc6@psu.edu. Funding is occasionally available.