

# Memorandum

**To:** JCCC International Grant Applicants

**From:** Tom Patterson, International Education Office

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As part of its ongoing efforts to internationalize the campus and the curriculum, JCCC provides opportunities for faculty and staff to participate in international professional conferences and exchange programs that provide direct benefit to the college and enhance the employee's knowledge and understanding of other cultures. International Travel Grants are one way that JCCC supports these opportunities.

The maximum amount possible from an International Travel Grant is \$2,000. Applications should be submitted to the International Education Office (COM 220) and are reviewed and approved by the International Education Committee, which has representation from each division. The committee meets monthly. The criteria used by the committee to award funding is printed on the last page of this application.

Eligible faculty and staff may seek additional funding from their department and the Staff Development Office for their international travel.

Personal travel, while often beneficial, cannot be funded through college sources.

Faculty and staff who receive International Travel Grants are required to submit a written report to the International Education Committee after their return from the travel. Full-time faculty and staff who receive travel grants are expected to be employed by JCCC for one semester post travel.

**Applications must:**

- **Be typed (the answers to the questions on page 2)**
- **Include the approval signatures on the Routing Chart (page 3)**
- **Be submitted prior to travel. No travel funds will be awarded retroactively.**



### International Grant Application

Name \_\_\_\_\_ Division \_\_\_\_\_

Job Title \_\_\_\_\_ Initial Employment Date at JCCC \_\_\_\_\_

This application is for:

- \_\_\_ A semester- or year-long professional assignment
- \_\_\_ A professional development seminar
- \_\_\_ A short-term professional visit to an academic institution in another country
- \_\_\_ An international conference
- \_\_\_ Other (explain below)

Proposed date and location of anticipated exchange \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and location of previous international grant projects \_\_\_\_\_  
\_\_\_\_\_

Anticipated budget:

Registration \_\_\_\_\_

Transportation:

Local \_\_\_\_\_

Airfare \_\_\_\_\_

Food \_\_\_\_\_

Lodging \_\_\_\_\_

Other \_\_\_\_\_

Total Amount \_\_\_\_\_

Amount requested from International Education \_\_\_\_\_

Amount available from your department \_\_\_\_\_

(The maximum amount possible from an International Travel Grant is \$2,000.)





**Please provide the following information (on a separate page):**

1. Describe the proposed activities and responsibilities during this international opportunity.
2. Describe the professional growth anticipated from this exchange.
3. Indicate specific ways in which this exchange could benefit your work area and Johnson County Community College.
4. Indicate specific ways in which this activity will benefit JCCC students.

**Please obtain the following signature prior to sending this application to the International Education Office for the committee's review. If funding is approved, you will be asked to submit a Travel Authorization Form to the International Education Office.**

**Dean or Supervisor:**

I support this application. The applicant is currently employed at the time of this application. If the applicant is not employed at the time of travel or immediately subsequent to it, the college may opt not to provide travel funding at that time.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Comments:

### Criteria for Awarding International Travel Grants

*International Travel Grants at JCCC contribute to the internationalization of JCCC by funding the international engagement and scholarship of JCCC faculty and staff. International travel awards support international travel for research, creative activity, program initiation or development, active conference participation or other collaborative activity.*

#### Eligibility

1. All employees are eligible, with highest consideration for funding given to faculty, and to those who meet the following criteria:
  - a. Full-time faculty and staff who have completed at least three years of full-time employment.
  - b. Adjunct faculty who have completed at least six semesters of employment.
  - c. Part-time regular staff who have completed at least three years of part-time employment.
2. Funding is only available for international travel (travel outside the fifty states of the United States).
3. Attendance at conferences, exhibitions, concerts, or other events without direct and active involvement will not be funded. Examples of active involvement are as follows:
  - a. Conferences:
    - i. Presentation of a paper or poster session.
    - ii. Serving as a chair of a panel.
    - iii. Serving as a discussant on a symposium panel.
    - iv. Serving as a conference organizer.
    - v. Serving as a conference keynote speaker.
  - b. Gallery opening: Showing work at a gallery.
  - c. Musical performance: Participating as a solo, choral, orchestral, or musical performance
  - d. Courses: Attending a short course or workshop through which faculty will enhance their professional duties in the field in which they work.
4. Funding will not be provided for participation in travel tours or cruises.
5. No international travel grant awards will be made for only participating in JCCC study abroad programs. However, travel grants may be used for travel preparatory to the development of a study abroad program.
6. Travel grants may also be used to visit another institution at its invitation. Higher consideration will be given to those who are teaching courses.
7. Applications must be received prior to travel.
8. The committee can restrict funding to one grant every two years.
9. The committee will not reconsider decisions on travel grant applications.

#### Post-Grant Requirement

Those who receive travel grants are expected to submit a written report to the International Education Committee after their return from their travel explaining the value of the experience, including information on how that experience helps address student learning outcome #4: Demonstrate an understanding of the broad diversity of the human experience and the individual's connection to society.

Faculty and staff who receive travel grants are expected to be employed by JCCC for one semester post travel.