

**A&L COLLEGE FUND FOR INTERNATIONAL TRAVEL  
APPLICATION**

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Rank (check one):  full professor  asst professor  asst professor  specialist  
 fixed term  tenure system

Please indicate which CFIT Cycle you are applying for: \_\_\_\_\_

E-mail address: \_\_\_\_\_

First Year of Appointment at MSU: *(Should it be necessary to distinguish between two otherwise equally meritorious applicants, preference will be given to the applicant holding the lower academic rank or more recent appointment.)*

Department/Program/School: **enter from list**

Purpose (check one):  Present paper  Exhibition/Performance

Title of presentation, exhibit, etc. \_\_\_\_\_

Name of Conference/Event: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Are you also applying for matching funds to International Studies and Programs?  Yes  No

**NOTE: If you are applying for matching funds to International Studies and Programs, please submit a completed SFTF application with this CFIT application, leaving the "College" portion of contributions blank and our Research Dean will sign and forward the SFTF application to ISP for processing. Here's the link for the SFTF application form: [http://www.isp.msu.edu/files/2114/5089/8226/special\\_travel\\_fund.pdf](http://www.isp.msu.edu/files/2114/5089/8226/special_travel_fund.pdf)**

*(Applicants may receive only one ISP award every 24 months. If you are eligible for ISP funding, the expectation is that you will apply.)*

\*\*\*\*\*

Please submit this form and one copy of the following, in order listed below, to your **Department Chair**:

- 1) A two page, double-spaced narrative, arranged in the following way and addressing each of these items:
  - a) description of the paper, performance, or exhibit for which you are requesting funds,
  - b) the significance of your paper, performance, or exhibit as a contribution to your field,
  - c) the relative importance of the conference/event in your field (purpose, membership, years of existence, peer-reviewed or invited presentations, number of attendees, etc.) and any relevant conference/event URL,
  - d) how your contribution represents a significant step in your own scholarly/creative development, and
  - e) how participating in this **particular** conference/event in your field is significant to your scholarly development
- 2) A current curriculum vitae (maximum two pages) that includes relevant information and activities in support of your application. (Only the first two pages of a cv. of greater length will be considered.)
- 3) A separate budget sheet listing approximate costs of travel, lodging, meals, registration fees and other expenses.

The applications will be reviewed on the basis of the information requested above. These funds are to support the dissemination of the results of scholarly or creative activity, not to support research itself. **You do not need confirmation that your presentation or performance has been accepted in order to apply for an award. However, confirmation must be received before you may be reimbursed.**

Awards are limited to \$1000.

Funds will be reimbursed once awardees have submitted a copy of the invitation, announcement, program, or other information listing location and dates of event in which they are participating.

Faculty may receive funding only once in any academic year.

Chairperson/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Signature indicates the application is complete and in the appropriate format and that the activity for which travel funds are sought directly supports the applicant's professional responsibilities/duties at MSU.) All forms must be signed in blue ink and submitted via email (a pdf document using a color scanner is acceptable).*

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Amt. Approved \_\_\_\_\_ Signature \_\_\_\_\_