

**INTERNATIONAL OPPORTUNITIES GRANT**  
**Policy and Procedure**  
**For Staff and Administrators**

**Description**

The fundamental purpose of the International Opportunities Grant program for staff and administrators is to "internationalize" the USD campus by exposing staff and administrators to different cultures through foreign travel and encouraging the development of professional relationships abroad. The current grant pool has been increased to \$60,000. The Committee will evaluate proposals on the strength of their connection to the international mission of the university and to the perceived benefit towards increasing a staff member's international understanding. The Committee will look at how the international experience is applicable to the staff member's area of expertise and professional development within their field.

**Selection Criteria**

The primary criterion of judgment will be the excellence of the proposal and the thoughtfulness given to its applicability to the international mission and goals of USD.

**Acceptable Activities for Funding**

1. Participating in an international conference/seminar
2. Collaborating with international colleagues abroad on research/publications/scholarly activities
3. Conducting individual or collaborative projects

Proposals that demonstrate measurable productivity, such as speaking at international gatherings or collaborating internationally to produce concrete output such as analytical reports, will receive priority where available funds are insufficient to support all qualified international activities.

**Unacceptable Activities for Funding**

1. Domestic travel to meet with international colleagues
2. International touring to experience the culture
3. Salary request for support staff
4. Funding for spouses or family members

**Eligibility**

All Full-time USD staff and administrators are eligible to apply.

**Amounts of Funding**

The Committee could fund up to a maximum of \$4,000 per person for each proposal (average funding for the last round of grant recipients was \$1,850). Repeat funding is possible. In the event there are funds remaining, the committee will consider additional requests.

**Application Process**

Applicants must use the official application form and answer all questions completely, including a description of the anticipated expenses and funding from other sources.

**Follow-up**

Upon submission of receipts, recipients of the grant will be asked to provide a brief written summary of their trip, including how the experience will be incorporated into the internationalization of USD. Recipients will be expected to share their experience via a short, informal presentation in an open forum as well as actively participate in International Education Week in November.

**International Opportunities Grant  
Grant Application  
For Staff/Administrator**  
(For travel between July 1 – December 31, 2008)

Please electronically submit application by April 1, 2008 to:

Dr. Carl Jubran, Associate Provost for Internationalization  
International Center Advisory Committee  
cjubran@sandiego.edu

**1. Name:** \_\_\_\_\_

**2. Department:** \_\_\_\_\_

**3. Immediate Supervisor:** \_\_\_\_\_

**4. Destination:** \_\_\_\_\_

**5. Travel Dates:** \_\_\_\_\_

**6. Project Title:** \_\_\_\_\_

**7. Purpose of Travel (if conference/seminar please include registration form/acceptance letter.)**

**8. Describe how the proposed travel experience supports the international mission of the university and how this experience can promote your professional development. (Please describe your project in 400 words or less.)**

**9. Briefly describe your international travel experience during the past five years. Have you traveled to this country before? If so, please explain the circumstances.**

**10. Describe your funding requirements. Please include other funding received or requested to supplement this request. Please itemize all expenses in a detailed manner. Maximum funding is \$4000, and original receipts must be submitted within 60 days of returning from travel of by the end of the fiscal year, whichever is soonest.**