

INTERNATIONAL OPPORTUNITIES GRANT

Staff & Administrator Policy and Procedures



Description

The fundamental purpose of the International Opportunities Grant program is to "internationalize" the USD campus, curriculum and programs by helping support international travel. The grants are intended to encourage the development of professional relationships, international learnings and improve job performance. The current grant pool is \$70,000. The Council will look at how the international experience is applicable to the staff member's area of expertise, job responsibilities and professional development.

Selection Criteria

The primary criterion of judgment will be the excellence of the proposal and the linkage of this international experience to the professional development of the applicant to their performance at USD. Please note that applicants may only be funded once per fiscal year.

IOG applicants whose acceptance to a conference or panel is still pending approval or confirmation at the time of IOG deadlines are encouraged to apply for an IOG. These applicants should submit letter of acceptance as soon as it is available. Funding may be granted to these applicants contingent upon receipt of proof of acceptance.

Unacceptable Activities for Funding

1. Domestic travel to meet with international colleagues
2. International touring to experience the culture
3. Salary requests
4. Funding for students, spouses or family members
5. Professional development with no link to current job function at USD
6. Funding to support student activities (including future courses abroad) or student recruiting

Eligibility

All full-time, benefit-based USD staff and administrators are eligible to apply.

Amount of Funding

The Council may fund up to a maximum of \$2,500 per person for each proposal. In the event there are funds remaining, the committee will consider additional requests. Average awards are \$1,700.

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. Applications are sent to Supervisors for review and approval. Supervisors MUST endorse applications before the Council review.

Reimbursement for Expenses and Follow-up

Recipients must submit original receipts for reimbursement to the International Center within ten days of return or by the end of the funding round, whichever is first. We strongly encourage IOG recipients to use their funding to cover the costs of: airfare, conference charges and hotel fees. A detailed list of reimbursement requirements will be delivered along with award announcements.

Additionally upon return to USD, recipients of the grant will be asked to provide a brief written summary of their trip explaining how their experience will be incorporated into their curriculum and how the experience affected their personal and professional development. Recipients will also be expected to share their experience via a short, informal presentation in an open forum during International Education Week, typically the third week of November.