

**BOARD OF TRUSTEES INTERNATIONAL RESEARCH GRANTS  
CALL AND GUIDELINES FOR APPLICATIONS  
2009 Competition for the 2010 Calendar Year Awards**

The Cratis D. Williams Graduate School/ Office of Research and Sponsored Programs is pleased to announce a new international research travel competition. These awards provide travel funds for faculty members whose research projects require travel outside the United States. The goal of the program is to support international research at Appalachian. Proposals for research in both basic and applied/professional fields are welcome. Applicants must agree to deliver a public presentation about the research project to a public audience that will include members of the Board of Trustees.

These awards will fund foreign travel to libraries, archives, museums, laboratories, computer facilities, natural settings, government agencies, corporations, etc. that are essential to the research described in the proposal. *These awards cannot be used for the following:*

- *travel to conferences to disseminate the research results*
- *travel for the purpose of making presentations or keynote speeches*
- *travel for research required for completion of a degree or certificate.*

Three awards will be available as follows:

- Two (2) awards of \$3000 each for single investigator international research
- One (1) award of \$5000 for a collaborative international research project involving two or more faculty *from Appalachian State University.*

Proposals must fully justify the need for travel and explain what materials and/or facilities outside the United States the researcher will use. Applicants should document travel expenditures as completely as possible with price quotations from specific vendors. Airfares must be tourist class, with every effort made to obtain the most economical rates. Mileage and subsistence expenses are normally allowed up to the state guidelines for out-of-state travel; requests for subsistence expenses in excess of these limits must be fully documented.

A final report on the project is required. Anticipated starting and ending dates for funding are 15 January 2010 to 31 December 2010. The final report will be due by Friday, 7 January 2011.

***Please follow the guidelines outlined on the next page. Applications which deviate from these guidelines will be returned without review.***

**Eligibility:**

- Only tenured / tenure track faculty or full-time professional/clinical faculty and staff on long-term or ongoing appointments (two years or more) may apply for funding
- An individual may receive only one award every three years,
- Faculty members who submit proposals to this competition and the University Research Council grants program must show that there is no overlap in the expenses for which funding is requested.

**Criteria for Evaluation:** The primary review criteria will be the following:

1. **Scientific/Technical/Creative Merit:** Importance of the proposed activity to advancing knowledge and understanding within its own field or across different fields? Qualification of the applicant (individual or team) to conduct the project? Extent to which the proposed activity suggests and explores creative and original concepts? Conception and organization of the proposed activity? Appropriateness of the methodology to achieve proposed objectives? Applicants must explain the merit of their research projects in language appropriate for non-specialists.
2. **Value of International Travel:** Applicants must fully justify the need for international travel as it relates to the research design and to the success of the project. Travel must be crucial rather than simply value-added.
3. **Evidence of Appropriate Preparation and Planning.** Priority will be given to proposals showing that the applicant has done the following: conducted preliminary research for the project; made contact with appropriate individuals at the proposed research venue and obtained all necessary permissions to visit facilities or study materials in archives; documented the importance of the proposed travel to the project; and obtained essential compliance clearances including export controls clearance.

***The following proposals will not be funded: 1) those that request funding for projects that can be completed with online resources; 2) those that do not justify their budgets adequately, or 3) those that do not adhere to the guidelines.***

**Due date: 4 pm, 30 November 2009, at the Graduate School, 232 JET Bldg.**

Send an electronic copy (pdf email attachment) of your application as a single file to April Everhart ([everhartac@appstate.edu](mailto:everhartac@appstate.edu)) by 4:00 p.m. on Monday, 30 November 2009. Proposals received after the deadline will be returned without review.

**Preparation of the Application:**

The application itself will consist of no more than 4 pages: a 2-page narrative, 1-page budget, and 1-page biographical sketch. Attachments are permitted as noted below.

**Required Formatting (strictly enforced):** Font: minimum 11 pt Arial or Helvetica; line spacing: single-spaced, minimum of 6 lines per inch; 1 inch margins left/right and top/bottom, all pages paginated.

**Application Sections:**

**A. Cover sheet and approval signatures:** All proposals must have the signatures of the appropriate chairperson(s) and college or school dean(s).

**B. Project Narrative: *Maximum of 2 pages, strictly enforced.***

Below is a suggested outline for the narrative. *We realize that some disciplines cannot strictly adhere to such an outline. Please use your best professional judgment in constructing your narrative.*

1. Abstract and problem statement or research question.
2. Background/preliminary data or research: Why is the problem or investigation important? What work has already been done and how will the proposed project build on/ expand/ apply/ contest that work? What is the impact of the project within the context of your field?
3. Project design. What is the significance of the proposed travel to the research or creative activity? In what ways will travel enhance the preliminary research already completed at domestic archives, libraries, and laboratories, and from electronic sources?
4. Research travel planning. What arrangements have you made to accomplish your research objectives at the proposed destination? What compliance clearances do you already have (IRB, export controls, etc)?
5. Expected outcomes, products and benefits. Impact on University's strategic directions, or on state, national, and/or global needs?
6. Plans for the ongoing sustainability of the project. How will your department and college support the project? What plans do you have to apply for external funding or a research fellowship?

Attach copies of invitations to archives or collections, permissions to access materials, and confirmation of arrangements to work in foreign laboratories or with international research collaborators.

**Cratis D. Williams Graduate School *and* Research and  
Sponsored Programs**

**Faculty International Research Travel Grant**

**Application Form (2009-10)**

Principal Investigator:

Department:

Phone Number:

E-mail Address:

Other participating faculty (if applicable):

**Departmental and College Support Statement**

I have reviewed this request and the accompanying documentation, and I support the proposed grant.

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Department Chairperson's Signature

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Date

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College/School Dean or Vice Provost

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Date

*Return application packet to:*

**April Everhart, [everhartac@appstate.edu](mailto:everhartac@appstate.edu)  
232 JET Building**

**Budget Request (1 page – strictly enforced)**

PI:

Project Title:

Travel Destination:

*(Delete extraneous lines and/or add additional lines as needed.)*

	<u>Requested</u>
<b><u>Airfare</u></b>	_____
<b><u>Lodging</u></b>	
Item 1:	_____
Item 2:	_____
Etc.	_____
<b><u>Ground travel</u></b>	
Item 1:	_____
Item 2:	_____
Etc.	_____
<b><u>Subsistence</u></b>	_____
<b><u>Other Costs</u></b> (itemize)	
<b>TOTAL</b>	_____
<b>Support from Other Sources for This Project</b>	
<b><u>Department</u></b>	_____
<b><u>College</u></b>	_____
<b><u>URC funding</u></b>	_____
<b><u>Foundation Fellows Funding</u></b>	_____
<b><u>External Funding</u></b>	_____

**Biographical Sketch (1 page maximum for each applicant – strictly enforced)**

- I. Name:  
Title and Department:  
Campus address & Phone #:
  1. Education:
  2. Professional work experience:
  3. Total number of *peer-reviewed* publications, or *juried* exhibits or productions to date:
  4. Number of presentations (international, national and regional) or performances:
  5. Other achievements (list as needed: awards and honors, editorial boards, advisory boards, fellowships, etc):
  
- II. Current and past internal research awards (*e.g., University Research Council, 100 Scholars, Wachovia Environmental Award, Foundation Fellows, Hubbard Center, departmental awards*):
  
- III. Current and pending external support: