



Site-Visit Grant: For Travel Course Development

Group study abroad programs consist of one or more UWGB faculty members leading a group of students to study outside the geographical boundaries of the United States. Partial or full grants for initial site visits are designed to defray University-approved travel expenses (transportation, room board, etc.) for faculty interested in developing NEW study abroad programs in regions where an exploratory visit is essential. Grants will be awarded only in those circumstances in which there is strong probability of sufficient student interest to make the program viable (a minimum of 10 student participants).

Funding requests for repeat site-visits to the same country may be appropriate if significant changes have occurred in the travel course content/location. All proposals will require careful justification and should clearly explain, and document where possible, why a repeat site visit is necessary.

Proposals sheet should be submitted to Sarah Meredith or Brent Blahnik, Office of International Education, Rose Hall 310, merediths@uwgb.edu, blahnikb@uwgb.edu. The International Education Council will review proposals and make award decisions.

Criteria for Site-Visit Funding

1. Fully complete and signed application
2. By June 15th of the fiscal year in which the award is made, the award recipient must have either:
 - Submitted a **Travel Expense Report** to the Office of International Education
 - Made **arrangements with the Office of International Education** to apply the award toward the purchase of an airline ticket
4. Formally propose a travel course within two years of receiving a Site-Visit Grant or provide a written statement to the International Education Council explaining why the course did not materialize

Proposal Submission Deadlines

- **October 25** – for travel between November 1 and April 30
- **March 1** – for travel between May 1 and October 31

APPLICATION FORM: SITE-VISIT GRANT

FACULTY NAME: _____

PROPOSED COURSE/PROGRAM TITLE: _____

COUNTRY(S) AND LOCATIONS(S): _____

SPONSORING DISCIPLINE (S): _____

SPONSORING UNIT: _____

MONTH AND YEAR IN WHICH SITE VISIT WILL TAKE PLACE: _____

SEMESTER AND YEAR PROGRAM TO BE OFFERED: _____

PROJECTED ENROLLMENT: _____

NUMBER OF CREDITS: _____

AMOUNT REQUESTED (MAXIMUM \$700): _____

OTHER SOURCES OF FUNDING AND AMOUNTS: _____

ANTICIPATED EXPENSES FOR INITIAL SITE VISIT:

Passport: _____

Visa: _____

Vaccinations & Preventive Meds: _____

Lodging: _____

Round-trip Airfare: _____

Ground transport (bus, subway, etc.): _____

Entrance Fees: _____

Meals: _____

Misc. Expenses (cell phone rental, etc.) _____

Please list Expenses:

TOTAL _____

DESCRIPTION OF THE PROPOSED STUDY ABROAD PROGRAM (attach an additional sheet if necessary):

PURPOSE OF SITE-VISIT/WHAT WILL BE ACCOMPLISHED (attach an additional sheet if necessary):

Applicant's Printed Name

Applicant's Signature

Date