**International Travel Fund**

**A Travel Grant for Faculty and Staff**

Application Deadline: November 20, 2023

This International Travel Fund is an initiative of, and funded by the International Blueprint for Action 2025 – A vision for a globally significant university: <https://www.usask.ca/ipa/documents/international-blueprint.pdf>

1. **Objectives:**
   1. These grants enable individual faculty and staff members to participate in international partnership and community service activities that increase awareness and facilitate opportunities to communicate how the University of Saskatchewan (USask) community is addressing global challenges to improve the health and wellbeing of communities around the world.
   2. Funds are granted to applicants who demonstrate a clear approach to building and/or fostering sustainable solutions to global challenges in their field of expertise.
   3. Successful applicants will address how and why their project contributes to the implementation of the United Nations’ 17 Sustainable Development Goals (UN SDGs).
   4. Funds are allocated specifically to build the university’s collective global citizenship and international community service engagement and presence.
   5. Please be sure to adhere to travel safety guidelines for international travel to other countries including Government of Canada travel advisories (<https://travel.gc.ca/travelling/advisories>) and any relevant USask travel recommendations, if applicable.
   6. **Below are examples of how these funds can be applied through both in-person or virtual options (in-person applications will be prioritized). Mechanisms may include, but are not limited to:**
2. Funding to enhance existing, or develop new international relationships and activities that directly address challenges to health and wellbeing;
3. Participating in international development activities that address wellbeing, *excluding* conference attendance;
4. Capacity building and the sharing of expertise that contribute to an institution or NGO in a low-income country addressing global challenges to improve the health and wellbeing of people.
5. Organization of online training, conferences, workshops, roundtables, or webinars specifically related to international partnership development;
6. Virtual lab/facility tours for joint international research and/or partnership initiatives.
   1. **Please note:** The purpose of travel for this grant is to forge or enhance international partnerships leading to collaborations in teaching, learning, research and/or community service. Applications to attend or present at a conference, therefore, would not be considered for funding unless the application can clearly present partnership development activities with collaborator(s) through the conference platform. Additionally, such activities should demonstrate not just individual cooperation and benefits, but a focus on initiating/enhancing the partnership at a department, college or institutional level.
7. **Funding Available:**
   1. Approximately four (4) awards of up to 2,500 CAD each.
8. **Eligibility:**
   1. USask faculty; staff who are members of ASPA, CUPE 1975, CUPE 3287; or exempt staff. Full-time faculty members of St. Thomas More College may apply for the International Travel Fund through their USask affiliation. In the case where St. Thomas More College faculty members do not hold a cross-appointment at USask, the applications can be deemed eligible if the proposed activities involve USask faculty, staff and/or students and demonstrate significant benefits to USask.
   2. The applicant with a term appointment must have a minimum of two years remaining in his/her current employment contract at the start of the International Travel Fund.
   3. Eligibility is limited to one International Travel Fund, Internationalization Fund, or Global Ambassador Program (Outgoing) per applicant, per fiscal year. A successful abovementioned grant proposal does not preclude the applicant’s eligibility as a nominator for the Global Ambassador Program (Incoming) administered by the International Office.
   4. Professor Emeriti are eligible to apply, however, the applicant must include a proposed ‘succession plan’ on how the momentum and engagement of the project will be sustained once completed—e.g., indicated involvement of HQP trainees, potential programs that will be developed from this engagement, future publications, other USask faculty members or collaborators that will be involved (maximum 150 words).
9. **Requirements:**
   1. Regarding the duration for the agenda:

**For in-person travel only:** The agenda must include a minimum of five (5) days/35 hours of in-person engagement activity, excluding travel time.

**For virtual activities only:** The agenda must include a minimum of 35 hours of virtual engagement activities, including planning, communication and implementation of the project.

**For a combination of in-person travel and virtual activities:** The agenda mustinclude a minimum of 35 hours of online and in-person engagement activities, excluding travel time.

* 1. The start date of travel awards can be as early as January 31, 2024; and all awardees must utilize their award by January 31, 2026. If the fund needs to be set-up sooner than January 31, 2024, please contact the International Office at [international.office@usask.ca](mailto:international.office@usask.ca) to discuss this option.
  2. The applicant is responsible for connecting with the partner institution, complying with public health orders, and arranging the travel and activities, in conjunction with available supports at the university and with support of the applicant’s supervisor/department head.
  3. A report will be required by January 31, 2026, which must consist of:

1. **Timesheet:** to demonstrate dates and number of hours attributed to each activity;
2. **Narrative Report**: to summarize activities, outcomes and next steps;
3. **Photos:** a few meaningful photos (ideally with high resolutions);

\*If available, a meaningful video and/or screenshots of related social media posts are also encouraged.

* 1. Incomplete applications will not be considered.
  2. **This fund supports the following eligible expenses:**

1. Costs associated with software and hardware (such as web camera, etc.), web development and maintenance, information technology support and maintenance, telecommunications, and web hosting or virtual production costs for the implementation of the project. The grant can support maximum $800 for this category of eligible expenses;
2. Materials and supplies directly contributing to the partnership development project. The grant will support maximum $800 for this category of eligible expenses;
3. Hourly compensation for staff/student assistants for costs associated to support organization of the project. The grant will support maximum 40% of the total requested budget for this category of eligible expenses;
4. Project related international airfare (economy), airport taxes, visas, medical insurance, vaccination, ground transportation, local accommodation, and per-diems for meals.
   1. **Please note:**
5. Expenses must be in accordance with the USask travel policy and per diem rates: <https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines>.

If you are traveling to a foreign country other than the United States, the university uses the foreign per diem rates as published by the [National Joint Council of Canada (NJCC)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng). The university uses the commercial accommodation (C) rate for the given city.

|  |  |  |  |
| --- | --- | --- | --- |
| Breakfast: $34.25 | Lunch: $50.80 | Dinner: $65.60 | Total: $150.65 |

$150.65 x 7 day = **$1,054.55 CAD per diem total**

\*Use ‘Other’ city if the location is not listed. For example, ‘C-Day 1-30 Mexico Other’ would be Breakfast: $27.40; Lunch: $40.64 and Dinner: $52.48.

1. Hourly compensation for staff/student assistants must be in accordance with the USask research compensation budget guide: <https://wiki.usask.ca/display/public/CPKB/Research+Proposal+Development+%28Pre-Award%29+Salary+and+Compensation+Budget+Guide>
2. This Fund does not cover Institutional Cost of Research (indirect costs/overhead); subcontract costs; or honoraria payment for any applicants.
3. **Selection Criteria:**

***Strengthening of international research and/or academic collaboration (25%)***

Each proposal will be assessed on the extent to which it contributes strategically to a plan of action for strengthening international research and/or academic collaboration or how they leverage emerging partner opportunities.

***Relevance of proposed activity (25%)***

Each proposal will be evaluated on the extent to which it demonstrates the relevance of the proposed research and/or academic collaboration and how this reflects developing global citizenship, indigenization, Sustainable Development Goals, community service and engagement, etc.

***Sustainability (25%)***

The proposal should explain how this application will be sustained and what kinds of resources (academic, financial, technical) will be available to support the collaborations both at the academic/research unit level, and the institutional level.

***Robust Activity Plan and Budget (25%)***

Each proposal will be evaluated on the merit of designed / planned activity. Budgets must be cost effective and in alignment with activity plan.

1. **Application Process**
2. **Faculty applicants** please submit the application in [**UnivRS**](https://univrsapp.usask.ca/converis/secure/client/login) (see detailed instructions below) by **November 20, 2023 at 4:00 pm CST**.

**Staff applicants** please work with the International Office at international.office@usask.ca to submit the application in[**UnivRS**](https://univrsapp.usask.ca/converis/secure/client/login) under an eligible fund holder as per the [USask Eligibility to Apply for, Hold and Administer Research Funding Policy](https://policies.usask.ca/policies/research-and-scholarly-activities/eligibility-to-apply-for,-hold-and-administer-research-funding.php) **or email the application as a single PDF** to [international.office@usask.ca](mailto:international.office@usask.ca) by **November 20, 2023 at 4:00 pm CST.**

1. All applicants will be notified of funding decisions. Recipients must utilize their award by January 31, 2026.
2. The adjudicating committee reserves the right to reallocate applications between the different travel awards administered by the International Office.
3. For additional information on the application procedure, please contact [international.office@usask.ca](mailto:international.office@usask.ca).

**8. UnivRS Application Instructions**

1. For details on how to create and submit your internal application in UnivRS, please review the following instructions: <https://jira.usask.ca/servicedesk/customer/kb/view/1476395462;jsessionid=9FAB88E7F0AB5E8F67FECC5170182186?q=How+do+I+create+and+submit+a+project+application+in+UnivRS%3F>
2. UnivRS Project Application data to be entered:

**Type of Project Application:** Internally Funded

**Key Information, Title:** Title of the application

**Key Information, Start/End Dates:** January 31, 2024 – January 31, 2026

**Key Information, Agencies:** Office of the Vice-President Research (OVPR) / Office of the President / University of Saskatchewan

**Key Information, Agency Program:** International Travel Fund

**Applicants:** Faculty applicant needs to be listed in the field ‘Lead Principal Investigator’ in the ‘Applicants’ section/tab. Staff please contact International Office at [international.office@usask.ca](mailto:international.office@usask.ca) to identify an eligible fund holder for UnivRS application set-up.

**Documents:** Please combine the International Travel Fund application form and all required supporting documentation as a single PDF to upload to the ‘Final Project Documents’ section of your UnivRS application.

\*All other data must be entered similarly to standard UnivRS project applications. Please refer to the link above listed in 8.a) for further details.

**9. Additional Resources:**

[Tools for navigating changing geopolitical realities](https://www.univcan.ca/tools-for-navigating-changing-geopolitical-realities/)

[Safeguarding Your Research](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97955.html)

[Government of Canada Travel Advisories](https://travel.gc.ca/travelling/advisories)

**APPLICATION FORM**

**INTERNATIONAL TRAVEL FUND**

1. **Application Title and abstract** (Maximum 200 words):
2. **Applicant** including first name, last name, academic affiliation and email:
3. **Annotated/narrative draft agenda** including details for the duration of the planned in-person and/or virtual engagement activities. Please indicate beside each item of the agenda whether it is virtual or in-person. (maximum 500 words):
4. Explain how the proposed activity will contribute to the university’s **global citizenship and international community service** engagement and presence (maximum 250 words):

**\*Professor Emeriti succession plan** – If you are applying as professor emeriti please explain how you will sustain momentum and engagement of the project once completed (maximum 150 words):

1. **Supporting Documents - Please include/attach the following documents to your application:**

* Budget – Itemized requested expenses and justification, including information on other sources of funding supporting proposed international activities (maximum 1 page).
* A signed letter of support from the applicant’s USask unit supervisor on institutional letterhead (maximum 1-2 pages).
* A signed letter of support from the representative of the host institution on institutional letterhead indicating they approve the proposed agenda and engagement activities (maximum 1-2 pages).
* A signed Consent to Use of Image/Recording release form from the applicant, located here: [https://usaskca1.sharepoint.com/sites/Communications/Shared Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared Documents%2FForm-photo-release%2Epdf&parent=%2Fsites%2FCommunications%2FShared Documents](https://usaskca1.sharepoint.com/sites/Communications/Shared%20Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared%20Documents%2FForm%2Dphoto%2Drelease%2Epdf&parent=%2Fsites%2FCommunications%2FShared%20Documents)

\*The consent form will only be retained for successful applicants. Forms from unsuccessful applications will be destroyed by the International Office.

* A completed Conflict of Interest (COI) Disclosure form signed by the applicant:<https://internationaloffice.usask.ca/conflict-of-interest.php>