OFFICE OF THE DEAN 

**FY22: College International Research Travel Support Guidelines**

The purpose of the College International Research Travel Support program (CIRTS) is to enhance faculty research and creative activities by providing funds for international travel to 1) present research or creative works at recognized, prestigious international meetings or 2) conduct research in a foreign country. We will award up to 15 grants.

Funds are not available to support attendance at international meetings where research or creative works are not presented or colloquium presentations at other universities. This program does not support travel to workshops, training sessions, or other programs where the faculty member is not presenting their research.

Travel to Canada and Mexico is treated fiscally as domestic travel and is therefore not eligible.

**Eligibility:** Tenured, tenure-track faculty, and ACES fellows. Faculty may apply for *either* a College International Research & Travel Support or College Research Grant, not both.

**Award:** Up to $1,500 per faculty member/per academic year.

**Application:** Faculty must use the CIRTS application form.

**Criteria:** • Equal priority given to both aspects (conference presentations and conducting research)

* Contribution of international travel to the applicant’s scholarship (e.g. publications, prestigious awards, fellowships, or grants) and professional visibility
* Significance of involvement in and/or necessity of travel (i.e. objectives cannot be accomplished remotely, involvement is extensive and prestigious)
* Benefit to the state of Texas, Texas A&M university, or TAMU students
* Preference will be given to those who received CIRTS in FY20 and had travel cancelled due to COVID.

**Deadlines:** Applications will be reviewed by twice this year as follows:

**November 15:** Deadline for meetings or travel Dec 15 through April 30

**March 1:** Deadline for meetings held May 1 through August 30

*Note: Applications for conference funding may be submitted without a letter of acceptance, final approval will be contingent upon receipt of the acceptance letter.*

**Decisions:** Immediately after each deadline, the College’s Research Advisory Committee will review applications and make funding recommendations to Office of the Dean. If approved, funds will be transferred to your department.

 Applying for funding is separate from requesting approval to travel. A separate form requesting approval to travel ([link here](https://liberalarts.tamu.edu/wp-content/uploads/2021/10/College-of-Liberal-Arts-International-Travel-Guidelines.pdf)) must be submitted and approved prior to traveling.

**Reporting:** Faculty receiving awards will report with 30 days of completing travel on the benefits of the award to LiberalArts-Research@tamu.edu. All funds will be returned to the dean’s office if the trip does not occur.

**Submission:** Submit application and required support documentation as a single, combined PDF document to LiberalArts-Research@tamu.edu. Applications that are incomplete, handwritten, or not submitted according to the guidelines will not be considered.

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Applicant Name: Click or tap here to enter text.

Rank: Click or tap here to enter text. Department: Click or tap here to enter text.

Email address: Click or tap here to enter text. Phone number: Click or tap here to enter text.

**SCHOLARLY/CREATIVE ACTIVITY**

1. Project Title: Click or tap here to enter text.
2. Description of conference or research activities to be undertaken including when and where these activities will take place (Max 300 words). If you are participating in a program or conference, please identify the conference organizer. Attach supporting documentation (e.g., copy of meeting program showing your name, presentation topic, date or letter from organizer confirming your part in the program):

 Click or tap here to enter text.

3. Describe the expected benefit to your scholarship from attending this conference or conducting this

 international research travel. Specify both direct (e.g. conference proceedings) and indirect impact on

 publications, prestigious awards, fellowships, or grants. (Max 300 words):

 Click or tap here to enter text.

4. Briefly describe expected benefits to students, the University, or the State of Texas. (150 words max):

 Click or tap here to enter text.

5. Budget and justification. Identify clearly the total amount requested as well as how the money will be

 Spent. Faculty with start-up or other funds available should explain why those funds cannot be used to

 support this activity. Any supporting documents used to justify the budget should be attached.

 Click or tap here to enter text.

6. Did you receive a College International Research & Travel Grant in 2019-2020? If yes, were you able to

 travel/use the award?

 Click or tap here to enter text.

**REQUIRED SIGNATURE**

**APPLICANT**: Funds will be spent as outlined in the budget. I agree to obtain all appropriate approvals and to submit a statement of benefits within 90 days of return from my research travel.

Click or tap here to enter text. Click or tap here to enter text.

Signature of Applicant Date

**NOTE**: **All foreign travel must be approved in advance**. Please review University Rule on Foreign Travel (21.01.03.M1) <https://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf> and the Corona Virus Travel guidance <https://www.tamu.edu/coronavirus/travel.html>).

Submit application and required support documentation as a single, combined PDF document to LiberalArts-Research@tamu.edu.

Applications that are incomplete, handwritten, or not submitted according to the guidelines will not be considered. In lieu of a department head signature, the application can be forwarded by the head indicating their approval.