

## 2012 PRF International Travel (IT) Grant Competition.

Announcement and application materials for the PRF IT Grant Competition may be accessed via the Vice President for Research Internal Funding website...

<http://www.purdue.edu/research/vpr/funding/internal.php>

Please refer to the cover memo from your dean/department head's office for internal deadline dates and instructions on how to apply to this year's IT Grant competition.

This program has been established to help faculty members achieve their scholarly endeavors. By granting a portion of the necessary travel costs, the Purdue Research Foundation hopes to provide you with the opportunity of participating at an internationally recognized conference. If there is a conference scheduled for fiscal year 2012 (July 1, 2012 - June 30, 2013) to which you have been invited or wish to attend **and** you will be contributing an **active role**, possibly as an official or a presenter, please review the following guidelines for requesting a 2012 PRF International Travel Grant.

- The award amount for all grants will be up to \$1,000.
- The amount awarded can be used for ALL APPROVED TRAVEL expenses up to the amount of award - not just approved transportation expenses as in the past.
- These funds are to assist research and tenured or tenure-track faculty members in scholarly attainment by providing a portion of the travel costs to those WHO WILL HAVE AN ACTIVE ROLE (PRESENTING PAPERS OR SERVING AS OFFICIALS) AT RECOGNIZED INTERNATIONAL MEETINGS. Confirmation of active role is required to before awards funds will be paid. Examples of non-eligible travel: Travel to international conferences where you will have no active role [only attending]; travel to meetings convened to discuss research programs; travel for teaching purposes [overseas university guest lecturer; teaching a course at an international university, etc.]; travel to sabbatical destination.
- These funds are for international travel only. Trips to Canada, Mexico, or Puerto Rico are treated fiscally as domestic travel and are eligible for direct funding from departmental general funds.
- Research and tenured or tenure-track faculty members must continue in residence on either an academic-year or twelve-month appointment in the following fiscal year to be eligible for a given year's PRF International Travel Grant.
- It is the responsibility of the dean's office, for each specified school/college, to notify faculty, both who did AND did not receive PRF International Travel Grant awards. Also each College/School is responsible for determining, ANNOUNCING AND MANAGING the awards to their faculty following the traditional guidelines and regulations established for the PRF IT competition.
- Your grant award will be processed using the Purdue "Request for Authority to Travel on University Business" (Form 17), and "Request for Reimbursement of Travel Expense" (Form 25). To receive your PRF International Travel Grant payment, following award, you are asked to contact your departmental business office.

**PRF International Travel Grant  
Application Form**

*Please use separate form for each trip and prioritize.*

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Full Name of Applicant (First, MI, Last)

Title

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Department/BLDG

Department Abbreviation

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Telephone #

Email address

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Name of Department Head

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School/Campus

Conference title:

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Sponsoring organization: \_\_\_\_\_

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City & Country of Conference

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Conference dates

Your Role (speaker, presenter, chair session):

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Have you been the recipient of a PRF International Travel Grant in the past? \_\_\_Yes \_\_\_ No

If yes, did you receive PRF IT Grant last year? \_\_\_\_\_

Purpose in attending: Briefly describe the benefits of your participation in this meeting to yourself, your department, and to Purdue.

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Signature of applicant

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Date

**Please attach the letter of invitation and/or supporting documentation.**