



OUTREACH & INTERNATIONAL AFFAIRS
VIRGINIA TECH.

GLOBAL EDUCATION OFFICE

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Global Education Office International Site Visit Grant

Program Overview

The Global Education Office will provide funding for one faculty member faculty to join a GEO representative on a site visit to an exchange partner university. This includes faculty who may hold the rank of tenure track, A/P, collegiate, or long-term lecturers. One grant award is available each semester.

The purpose of this grant is to provide funding to individual faculty interested in strengthening partnership activities with a current Virginia Tech exchange partner through joint research, student programming, curriculum mapping, and other collaborations aimed at increasing student participation in the partnership. The proposed site visit should be strategically framed within a college or department's established plan for internationalization.

Funding

Funding will include the following:

- Economy class airfare
- Accommodation
- Meals and Incidental Expenses (M&IE) Per Diem
- CISI Insurance

The faculty member is responsible for completing a travel authorization, purchasing airfare, and making hotel accommodations. GEO will reimburse the relevant department/college for the above listed expenses. Additional expenses are the responsibility of the department/college as agreed with the faculty member.

One grant award is available each semester. A committee will review the proposals and make funding decisions.

Eligibility

Applications in all curricular and academic specializations in which the partner university offers coursework and majors in the VT faculty members related area are eligible

Expectations

The grant is for a short-term site visit of two to four days. The site visit will consist of meetings with academic counterparts, meetings with university representatives and the international office, and student meetings or information sessions.

An attempt will be made to arranged the visit to coincide with the partner universities study abroad fair. This would include the VT faculty member participating in tabling or student meetings on behalf of Virginia Tech.

Those receiving grants are expected to fulfill the following requirements:

- Complete the site visit that is approved for funding
- Submit all reporting requirements upon completion of the site visit. (See guidelines below)
- Participate in departmental or campus-wide activities designed to share the results of the site visit

Proposal

Cover Sheet: The proposal cover sheet should include the following information:

- Name, college, department, and contact information
- Partner university - see “outbound then exchanges” under program search in the GEO site
- Date of proposed travel (month, year)

Narrative: The narrative (1-2 pages) should include the following information:

- Statement of objectives as they relate to the partner university and the needs within the department, college, or university
- Description of specific activities and how results will be shared with appropriate university audiences
- Statement of anticipated impact/benefits on student mobility and importance to the unit
- Additional material may be attached as appendices if it is essential to explaining the proposal

Proposal Deadline

Proposals are due by 5:00PM on November 1 for spring semester travel and 5:00PM on April 1 for fall semester travel. Submit proposals to Maureen Deisinger, mdeising@vt.edu

Reporting Requirements

After the mobility, participants are required to submit a final report of 2-4 pages with the following information:

- Summary of project objectives
- Description of activities and final agenda
- Evaluation of outcomes and impact
- Description of subsequent plans