

International Faculty Development Awards Application Instructions

The University of Tampa | Office of International Programs

These instructions accompany the 2020-2021 International Collaboration Awards (ICA), the International Partner Institution Collaboration Awards (IPIC) programs and the International Faculty Development Seminar Awards (IFDS), through the Office of International Programs.

Thank you for applying for an award fostering international collaborations in scholarship from the Office of International Programs. For the upcoming award cycle, the funds are available for use beginning May 1, 2020 and must be used by August 20, 2021. In order to optimize the use of these funds, simplified application instructions are found below. Please contact the Office of International Programs with any questions (abroad@ut.edu).

INSTRUCTIONS FOR THE 2020-2021 AWARD CYCLE

Please refer to the award program announcement for the scope and aim of each program. Be prepared to provide the following information in the application form in Submittable:

- 1. Proposal:** Include a description of the proposed collaborative work, not exceeding 750 words. The description should be written for intelligent laypersons and should avoid excessive use of jargon. Exploratory proposals are welcome. Your proposal should identify your collaborator(s) where appropriate, and include a statement that describes their qualifications for the proposed project.
- 2. Letter:** Include a copy of correspondence from the collaborator(s) indicating their willingness and availability to pursue the proposed collaboration.
- 3. Compliance Documents:** Include proof of IRB and/or IACUC approval if required by institutional policy. If using human or vertebrate animal subjects that do not require approval of these committees, provide an email from the committee stating that the project is outside of the committee's purview. (ICA and IPIC awards only)
- 4. Budget Summary:** Finally, include a budget summary broken into the following fields in Submittable: stipends, fringe benefits, equipment and supplies, travel, Per Diem, and other expenses. For the 2020-2021 awards, applicants may apply for completed travel that meets the award criteria, providing receipts for expenses already incurred but that have not been already reimbursed through other means at UT or through other sources.
- 5. Deadline:** The deadline for submission of applications for the 2020-2021 awards is **November 15, 2019**.

SUBMISSION INSTRUCTIONS

Award proposals will be completed through Submittable. Include your name and the award program to which you are applying in any document name that you are uploading with your application. (example: Jane Doe_International Collaboration Award)

Please see additional documents for award-specific information.

OFFICE OF INTERNATIONAL PROGRAMS
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