



**MINNESOTA STATE UNIVERSITY, MANKATO  
2019-2020 GLOBAL EDUCATION FACULTY-LED  
PROGRAM SITE-VISIT GRANT**

The purpose of the Global Education Faculty-led Program Site-Visit Grant for 2019-2020 is to support faculty travel to international destinations to conduct a site visit for a future faculty-led study program.

**DEADLINE: OCTOBER 4, 2019 (FOR TRAVEL ACTIVITIES BETWEEN JANUARY 1-JUNE 30, 2020)**

**TURN IN TO THE OFFICE OF THE PROVOST, WA 315 ATTENTION TO DEAN OF GLOBAL EDUCATION**

Name \_\_\_\_\_

Department \_\_\_\_\_

College/Unit \_\_\_\_\_

Check One:  Tenured     Probationary     NTT    % FTE: \_\_\_\_\_

Mail Code \_\_\_\_\_    Phone # \_\_\_\_\_    E-mail Address \_\_\_\_\_

Please respond to the following prompts (your proposal is evaluated based on your responses to each question):

1. Why are you interested in exploring a future faculty-led program?
  
  
  
  
  
  
  
  
  
  
2. Describe your interest and previous involvement in study abroad or away, Global Education activities, campus internationalization, international students, language learning, cultural engagement, etc.
  
  
  
  
  
  
  
  
  
  
3. Describe any previous faculty-led programs you have led including destinations, enrollments for courses, evidence of success, and challenges faced.

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4. Describe your proposed destination and activities. Please include your strategy to move from site visit to successful future faculty-led program.
  
5. How does your proposed destination/course complement other faculty-led programs recently offered in your college/department?
  
6. Please demonstrate the potential for student interest in your proposed faculty-led program or location, etc. What is your plan to incorporate student interest throughout the process of developing this program?
  
7. Why should the university invest in this professional travel?

**Details of Proposed Travel:**

**Location(s) of Activity:** \_\_\_\_\_  
(city/state/country)

**Departure date:** \_\_\_\_\_ **Return date:** \_\_\_\_\_

**Number of nights:** \_\_\_\_\_ **Number of days:** \_\_\_\_\_

**Estimated Budget:**

**US Dollars Only**

Transportation (\$800 maximum allowed) (documentation needed for each cost)	
Air, bus, or train price quote	\$
Airport shuttle/taxi	\$
State car*	\$

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Personal vehicle or rental*	\$
Parking	\$
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
<b>Total Transportation</b>	\$

Meals ( <u># of meals</u> x <u>rate*</u> = <u>total</u> )	
Breakfast _____ x _____	\$
Lunch _____ x _____	\$
Dinner _____ x _____	\$
<i>* State of Minnesota maximum allowed rate</i>	
<b>Total Request for Meals</b>	\$

Lodging ( <u># of nights</u> x <u>rate</u> ) (documentation needed)	
Nights _____ x _____	
<b>Total Lodging</b>	\$

**Total Expenses** \$

**Total Request** \$

Signatures:

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

I have reviewed this application: Department Chair

\_\_\_\_\_

Date

\_\_\_\_\_

I have reviewed this application: Dean/Dir./Supervisor\*

\_\_\_\_\_

Date

**Note: If the applicant is a fixed-term employee, the Dean/Director/Supervisor must attach signed documentation that the individual will be on contract the term following the award period.**

**If the application is completed and the dates of the activity are prior to Global Education Advisory Council approval, please note that an Employee Expense Report needs to be completed within the 60-day period in regards to the Tax Implication (effective July 1, 2006) that can be found under the Employee Business Expense Changes on the Global Education Faculty Curriculum Development and Travel Grant guidelines. (<http://www.mnsu.edu/busoff/travel/news/051208.html>)**