Dear faculty/librarians,

The Office of the Provost in the Division of Academic Affairs has made funds available for international travel for tenure-track and tenured faculty/librarians. The purpose of the international travel grants is to support travel to attend or present at international conferences, or participate in an international volunteer opportunity that promotes the intellectual vitality of the University and the professional growth of its faculty and librarians.

**All tenured and tenure-track faculty and librarians at the University are eligible to apply for an international travel grant**. Please note that an applicant cannot receive more than one award within one annual cycle.

**The maximum amount for the International Travel Grants is $1,500.** Funds awarded must be used by the completion date specified in the award notice.

There are three application deadlines for this cycle:

**Friday, November 1, 2019**

**Friday,January 24, 2020**

**Friday, March 2, 2019**

A proposal of not more than **2 pages** must include responses to the following:

* A statement that describes the benefits of the international travel opportunity to your professional development, the academic field, and the University;
* A program schedule;
* A detailed budget.

The completed application must include the proposal as well as a current CV, and materials *must be submitted via email as attachments* to Susan Davignon (sdavignon@westfield.ma.edu) by the deadline. Please note that applications will be reviewed by the Grants Advisory Committee.

**Within two months of the completion or termination of the grant, a final report must be submitted to the Dean of Faculty**.This report should not exceed two pages and should describe what was accomplished. In addition, attendance at the Grants Sharing Day is required (to be held in April 2020) for all faculty who receive money during the academic year.