

**AMERICAN UNIVERSITY  
INTERNATIONAL TRAVEL AWARDS FOR FACULTY**

**Purpose**

The International Travel Awards program provides tenure-line and continuing appointment-line faculty with funding for travel abroad. This award serves primarily to enhance faculty research and professional or creative activities. Faculty receiving an International Travel Award should be able to demonstrate distinction achieved as a result of the travel support provided, *i.e.* publications, fellowships, prizes, other awards, etc. **The deadline for submission from the academic unit dean to the Dean of Academic Affairs may be found on the Key Dates and Deadlines on the Dean of Academic Affairs website.** Applications will be accepted after the deadline only if funds are still available. The funds will be available for the fiscal year beginning July 1 and must be expended by June 30.

International Travel Awards are highly competitive. Since funds are limited, priority will be given to faculty members who also include activities related to academic program development or service to the university during the funded trip. In the latter category, priority is given to faculty members who are visiting an area where there is an AU Abroad site and who agree to meet with students and site directors during their trip. See the attached “Protocols for AU Faculty Visiting AU Abroad Sites.” Program development and/or service to the university should be included in the proposal.

**GUIDELINES**

- All tenure-line and continuing appointment-line faculty are eligible to apply.
- Faculty will not be granted an award more often than once every three years.
- As with other faculty advancement opportunities funded by the university, awardees must agree to return to American University during the following academic year or reimburse the University for all payments made to them or for their benefit during this period.
- Travel must conform with all AU policies, including the [International Travel Policy](#)
- Maximum award - \$3000
- Applications should be submitted to your unit’s Dean’s office who will route these to the Dean of Academic Affairs
- The funds will be available for the fiscal year beginning July 1 and must be expended by June 30

## **Proposal**

*Proposal must include the following sections:*

### **A. Description of Scholarly/Creative Activity**

Describe in no more than 1500 words the activities to be undertaken during the travel period. Include a description of the research, professional or creative project. If funds are to be used to present a paper at a conference, provide details about the referee process and the stature of the conference. Include letters of institutional or other invitations, conference confirmations, or any other pertinent documentation.

Include a statement of the relationship of this project to your long-term research goals, placing the project within the context of your academic discipline.

### **B. Study Abroad Site or other Program Development Activities (if applicable)**

List the AU Abroad site you propose to visit during your trip or the program development that will emerge from the trip.

### **C. Budget**

Provide specific details about various categories of expenditure: airfare, food and lodging, additional transportation costs, conference fees, or other anticipated expenses. Please indicate whether you will be seeking or have secured additional funding for this project.

### **D. American University support for research/program development activities you have received in the three years.**

### **E. Recommendation from the dean of your academic unit**

## **Protocols for AU Faculty Visiting AU Abroad Sites**

AU Abroad welcomes faculty visits to any of our sites and partners abroad. During such visits, faculty might wish to view facilities, meet with program administrators and/or faculty, and meet with AU students studying at the site. It might be possible to arrange for a visiting faculty member to give a lecture or seminar to the AU students or to the wider community at the program site. Depending on the site and the circumstances, it might be possible to offer the visiting AU faculty member access to certain facilities (library, offices, computers, etc.).

Any faculty member wishing to visit an AU Abroad site when traveling abroad should first get in touch with Dr. Sara Dumont, Director of AU Abroad, at x1321 or by email at [dumont@american.edu](mailto:dumont@american.edu), who can explain the types of activities that might be most feasible for the particular site. She can then either assist with arrangements or put the faculty member directly in touch with the best contacts on-site for making the arrangements. Situations will differ greatly depending on what type of program is visited. For a list of all study abroad programs, visit the [AU Abroad website](#).

(1) AU Abroad Programs: These are AU's "free standing" study abroad programs with an on-site program director. Students on these programs have courses designed for them and taught by local faculty. Some programs serve only AU students, others serve students from other US universities also. The program will have its own dedicated classrooms and office space. If they are not based at a local university, facilities and/or access to facilities may be minimal, although in such cases there may be an affiliation with a local university.

(2) Direct Enrollment Partnerships: When AU partners with a university in the host country, our students directly enroll as visiting students. In these cases, there will not be a dedicated program director for AU. Instead, services are provided by the university's own international student office and the primary contact person will be the director of that office.

(3) Provider Programs: Some of the AU Abroad programs and some direct enrollment programs utilize study abroad provider organizations which service our students. On enclave-type programs, the provider arranges and handles all aspects of program administration, and thus the provider's on-site office will be the main point of contact. At direct enrollment sites, the provider will operate from a U.S.-based head office but will have on-site director in the country; for visiting faculty, those individuals may be able to provide assistance with travel and scheduling, or at the very least provide the point of introduction to the host university's personnel.