



UNIVERSITY OF  
**GEORGIA**  
Office of the Provost

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## **MEMORANDUM**

**TO:** University of Georgia Faculty

**FROM:** Pamela S. Whitten  
Senior Vice President for Academic Affairs and Provost

**CC:** Academic Vice Presidents and Deans

**DATE:** March 16, 2018

**SUBJECT:** **Application for International Travel Funds from the Office of the Provost**

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The Office of the Provost is very pleased to announce the allocation of new funds to support international faculty travel in FY19. International travel is defined as travel "**outside the 48 contiguous states.**" These funds are intended for full-time faculty who are invited and/or accepted to attend an international conference or venue to present a scholarly paper or other creative works.

Travel funding support is limited to one trip per faculty member in FY19. Requests must include at least 1:1 matching funds for consideration. A maximum of \$2,000 in Provost funding per faculty trip is available.

Travel must take place between July 1, 2018 and June 30, 2019.

*[Allocation of funds for domestic research travel formerly held by the Office of the Provost will be distributed to colleges/ schools. Support for domestic research presentation travel should be directed to your deans' offices via protocols outlined by that office.]*

### **TO APPLY FOR INTERNATIONAL TRAVEL FUNDS FROM THE OFFICE OF THE PROVOST:**

- 1) Complete the Request for FY19 Provost International Travel Funds available at <http://provost.uga.edu/index.php/academic-fiscal-affairs>. Please note these funds must be used in conjunction with other funding to support international travel. When describing the nature of the travel, be precise in explaining your role at the conference or venue (i.e., presenting scholarly papers or creative works). Attach documentation supporting your request (e.g. invitation and/or acceptance letter).
- 2) Faculty must submit the request for funds to the appropriate department head/ director and then to the dean/vice president for review and approval.
- 3) Dean/ vice president should send completed forms to Academic Fiscal Affairs, 212 New College.

**NOTIFICATION OF AWARD:** All requests will receive a response as to whether funds will be allocated for the international travel and, if funded, the amount of support provided by the Office of the Provost. Notification will be sent to the dean/academic vice president who submitted the request to the Office of the Provost. These offices should notify the faculty member about the final outcome of the request as soon as possible.

Any questions regarding international travel allocations from the Provost should be directed to Academic Fiscal Affairs at 706-583-0337.