



## Faculty-led International Program Incentive Award

| <i>Process</i>   |
|--|
| 1. Complete the Faculty-led Int'l Program Incentive Award Application (see attachment).  |
| 2. Submit application to the Study Abroad Office at least <b>1 month prior</b> to departure.   |
| 3. Committee comprised of two administrators in the International Affairs Department, one administrator in the Comptroller's Office, and one UIW faculty member (from any school or department) will review and award funds.   |
| 4. Committee is under no obligation to award any monies.   |
| 5. If awarded, the committee will authorize the UIW Comptroller's Office to transfer funds to the faculty's current study abroad program account or appropriate department's account.  |
| 6. Questions related to the awarded funds for your program, may be directed to Ms. Theresa Garza, Accountant, 4301 Broadway, CPO 315. Ph: (210) 283-6348.<br>E-mail <a href="mailto:atgarza@uiwtx.edu">atgarza@uiwtx.edu</a> . |

| <i>Award Details and Policy</i>  |
|--|
| 1. No minimum amount of students required (committee can prorate depending on number of students)  |
| 2. No minimum time duration for the program (committee can prorate depending on number of days).   |
| 3. Must submit application form, with copy of course outline, budget and itinerary (see attachment).   |
| 4. Selected programs will be awarded a <b>maximum amount of \$1,000 per program.</b>   |
| 5. Awards must be applied to current program. Awards must be identified to the specific expense(s) during the program. Remaining funds, which are not utilized for the pre-identified and budgeted expenses, shall be returned after reconciliation. Funds <u>cannot</u> be via a payroll check or transferred to restricted account for future use. |
| 6. After all expenses have been paid, any unused funds from the program will be refunded to the participating students.  |

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## FACULTY-LED INTERNATIONAL PROGRAM INCENTIVE AWARD

The Faculty-Led International Program Incentive Award was established to provide financial assistance for faculty-led int'l programs. Applications are required to detail budgets for air travel, accommodations, and other related expenses. Chosen program(s) may be awarded up to \$1,000 to be applied towards the pre-identified expense(s) of the upcoming international faculty-led program. The committee is under no obligation to award funds. Any unused funds are automatically returned to the account.

### Timeline:

Applications should be submitted no later than one month prior to the scheduled departure date.

### Eligibility Requirements:

1. Full-time UIW faculty
2. Credit bearing course(s)
3. Completed and submitted Study Abroad Agreements to the Study Abroad Office

### Please submit the following:

1. A completed application form with Dean approval
2. Copy of course outline
3. Budget (Identify the specific expense(s) for the award)
4. Itinerary

### Judging Criteria:

The Faculty-Led International Incentive Program Award Review Committee will base their award decisions utilizing the evaluation guidelines found on page three (3) of this document. All decisions are final.

### Return completed form to:

UIW Study Abroad Office  
International Conference Center (ICC)  
Office number F111  
847 East Hildebrand  
San Antonio, Texas 78212  
E-mail: [studyabroad@uiwtx.edu](mailto:studyabroad@uiwtx.edu)  
Mail: CPO 307

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## Application Form

|  |                                      |
|--|--------------------------------------|
| Today's Date   |                                      |
| Course Number(s)   | Title of Course                      |
| Is this course part of your regular course load?<br>( ) Yes ( ) No |                                      |
| <b>TRIP INFORMATION</b>  |                                      |
| Destination(s)   | Dates of Travel                      |
| Number of Students   | Estimated cost of program per person |
| <b>FACULTY INFORMATION</b>   |                                      |
| <u>Participating faculty</u>                                       | <u>Duties</u>                        |
|  |                                      |
| Co-Faculty   |                                      |
| Co-Faculty   |                                      |
| Co-Faculty   |                                      |
| <b>FACULTY COMMENTS TO COMMITTEE:</b>                              |                                      |
|  |                                      |
| <b>DEAN'S COMMENTS:</b>  |                                      |
|  |                                      |
| Dean's Signature _____   |                                      |

# Faculty-led International Program Incentive Award

**FOR OFFICIAL USE ONLY**

Faculty-Led International Program Incentive Award

Evaluation Guidelines

| Destination or Title of Faculty-Led Trip |  |                          |                |         |              |                        |
|--|--|--------------------------|----------------|---------|--------------|------------------------|
|  |  | Highly<br>Unsatisfactory | Unsatisfactory | Average | Satisfactory | Highly<br>Satisfactory |
| 1.                                       | Completed application                                | 1                        | 2              | 3       | 4            | 5                      |
| 2.                                       | Explanation of financial need                        | 1                        | 2              | 3       | 4            | 5                      |
| 3.                                       | Explanation of Duties                                | 1                        | 2              | 3       | 4            | 5                      |
| 4.                                       | Budget is reasonable. Budgetary items are justified. | 1                        | 2              | 3       | 4            | 5                      |
| 5.                                       | Length of trip                                       | 1                        | 2              | 3       | 4            | 5                      |
| 6.                                       | Relevance of trip to course                          | 1                        | 2              | 3       | 4            | 5                      |
| 7.                                       | Number of students                                   | 1                        | 2              | 3       | 4            | 5                      |
| 8.                                       | Completed forms for faculty-led study abroad         | 1                        | 2              | 3       | 4            | 5                      |
| 9.                                       | Number of academic activities planned during trip    | 1                        | 2              | 3       | 4            | 5                      |

**Comments:**

**Total Score:** \_\_\_\_\_