

**OFFICE OF INTERNATIONAL PROGRAMS
OVERSEAS CONFERENCE FUND (OCF)**

INDIANA UNIVERSITY



Guidelines

Faculty and librarians holding tenured or tenure track appointments from any department at any Indiana University campus are eligible to apply for an Overseas Conference Fund award. These funds provide partial support to travel to an international conference to present a competitively selected or invited paper. Travel to conferences in the United States, Canada, Puerto Rico, and Mexico is **not** supported under this program.

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Grants vary from \$400-\$800 per award, and an individual can receive no more than a total of \$1000 in any twenty-four month period. The deadlines for submission of applications are: **October 1, January 15, April 1, and July 1.** Awards are announced by the Dean for International Programs, on the recommendation of a systemwide faculty evaluation committee. Announcement of awards is made one month later.

Applicants may choose the most convenient deadline so long as it is prior to the conference. Applicants should apply by their chosen deadline even though they may still be awaiting an official acceptance. Candidates can apply only one time for any given conference. Late applications cannot be accepted. To insure fairness, these guidelines will be strictly observed.

OCF grant applications are evaluated by a systemwide faculty committee according to the following criteria:

1. Nature of conference contribution: a competitively selected or invited paper.
2. Value to the candidate and Indiana University of participation in terms of enhancing his/her research, teaching, or service, as well as the record of professional achievement.
3. Degree to which the conference is genuinely international in scope and in the international breadth of its participants.
4. Overall quality and completeness of application.

Awards can be used only to support travel costs. Please note that all awards will be made through the I.U. Travel Management system for either expense reimbursement or to secure airfare through a designated travel agency.

The amount of an award is based on the extent to which the above criteria are met, the level of matching funding, and the total proposed travel budget. Because of limitations in funding and the large number of applications received, applicants should be aware that this is a competitive process.

The application packet includes a "Chair Evaluation" form that must be filled in by the chair or head of department. **Applicants should give their filled-in application, including the guidelines and all supporting documents (letter of invitation/acceptance, preliminary program) to their chair so that he/she can complete the evaluation form in a timely manner. Applicants are responsible for picking up the completed application from the chair and submitting it directly to the OIP by the chosen deadline.**

OFFICE OF THE DEAN

Bryan Hall 104
107 South Indiana Avenue
Bloomington, Indiana
47405-7000

812-855-8669
Fax: 812-855-6884
intprog@indiana.edu

Complete applications should be sent to the Office of International Programs, Bryan Hall 104, IU Bloomington (Fax: 812-855-6884). For further questions, contact the OIP at 812-855-8669; e-mail: egcallah@indiana.edu.

7. Please indicate:

a. Value of conference to your research objectives:

b. Value of conference to your teaching objectives:

c. Value of conference to present or future administrative duties at IU:

d. What specific value may accrue to IU as a result of your attendance at this conference?

8. Attendance at **international** conferences during the preceding five (5) years:

Name of Conference

Place/Date

Source of Support

9. BUDGET

Items	Request from OCF	Requested or received funds from other IU or outside sources
Airfare		
Lodging		
Per diem		
Total		
Registration fee		
Other		

10. Please provide an abstract of your paper to be presented at the conference.

11. Please attach the following supporting documents:

- a. Official invitation, letter of acceptance of paper, and (preliminary) program. If written in a foreign language, please provide **both** the original letter and an English translation.
- b. List of participants in the conference, if available.
- c. Curriculum Vitae, 2-3 pages maximum, listing scholarly publications especially relevant to this application.
- d. Any other document you feel would support your application.

Signature _____ Date _____



Chair Evaluation

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1. Name of Applicant: _____
2. Is the applicant tenured or on a tenure track appointment? _____
3. Please look over the guidelines attached to this application before filling out the evaluation form. Your statement should discuss the scholarly potential and/or achievements of the applicant and the quality and completeness of the application. How will his/her attendance at this particular conference be of professional value? What is the impact and significance of the conference to the applicant's field? How will it also benefit your program and Indiana University?

OFFICE OF THE DEAN

Typed Name & Administrative Title: _____

Bryan Hall 104
107 South Indiana Avenue
Bloomington, Indiana
47405-7000

Date: _____ Signature: _____

812-855-8669
Fax: 812-855-6884
intprog@indiana.edu

Please attach your evaluation form (enclosed in a sealed envelope) to the application materials and return them to the applicant, who is responsible for submitting the completed application directly to the Office of International Programs by the chosen deadline. Thank you very much for your evaluation.