April 1, 2016

To: All Tenure System Faculty
   Fixed-Term Faculty (who have served under a full-time appointment in the College for at least three consecutive years)

From: David K. Prestel, Senior Associate Dean for Research and Administration

Subject: CFIT Cycle I – 2016-17

College Faculty,

Monday, May 2, 2016 is the deadline for applications for Cycle II of the College Fund for International Travel for travel abroad to conferences (events) to present the results of your research or creative activity between July 1, 2016-December 31, 2016.

CFIT CRITERIA:

*College Fund for International Travel (CFIT) Grants are awarded for the dissemination of the results of faculty research, most typically at international conferences outside the United States: papers at professional conferences; exhibitions at galleries, museums, or shows; performances at music or theatrical venues. International conferences that take place outside the U.S. but still in North America will be funded at half the rate of venues in other regions. Eligibility is limited to tenure-system and fixed-term faculty who have served under a full-time appointment in the College for at least three consecutive years. Each presentation will be funded only once. Co-presenters may share the stipend. Funding decisions will be made by an awards committee within the College, consisting of faculty members nominated by departments to serve a one-year term.*

APPLICATION:

[http://go.cal.msu.edu/CFIT16](http://go.cal.msu.edu/CFIT16)

In addition to the form, a complete application contains a two-page curriculum vitae, a budget of expenditures and estimated costs, and a two-page narrative that must include each of the following:

- a description of the paper, performance, or exhibit for which you are requesting estimated funds
- an explanation of why your paper, performance, or exhibit in this particular conference/event is significant to your field and how it is important to your scholarly/creative development. In this context please identify any other
activities you might engage in at the conference/event that will contribute to your research

c. statement of the importance of the conference/event and a citation of any relevant conference/event URL. If it is available, you might include significant information about the event, e.g., purpose, membership, years of existence, peer-reviewed or invited presentations, number of attendees, international/national/regional attendance, etc.

You do not need confirmation that your presentation or performance has been accepted by the conference or event in order to apply for an award. However, confirmation must be received before you may be reimbursed for your expenses. If you do have confirmation at the time of application, please provide it then. You must provide your conference registration receipt when you turn in your reimbursement.

We will continue to coordinate deadlines with the travel competition in International Studies and Program (ISP). Applicants who apply for this award are encouraged to seek additional funding from the ISP Fund, if they are eligible (include the ISP app with the CFIT app and we will forward to ISP for processing). Faculty may receive only one ISP grant every 24 months. ISP grants cover transportation expenses only. Faculty applying for these funds should follow the instructions outlined in the body of the above application. You may obtain more information, including an application for ISP funding, at:


A Travel Authorization form must be filed in your department before your departure. University requirements stipulate that emergency contact information must be provided as well as contact numbers for you while you are abroad.

If you have any questions, please get in touch with me (prestel@msu.edu).