



To encourage international collaboration and campus internationalization, the Office of Global Initiatives in the Division of Academic Affairs announces a new **International Visitors Grant** to host short-term visitors on campus. Grants provide financial support to departments/colleges to cover travel expenses for bringing distinguished international visitors to campus for events such as workshops, lectures, performances, and conferences.

The International Visitors Grant may be used to support:

- 1) An international collaborator, or
- 2) A scholar from the Fulbright Outreach Lecturing Fund (OLF)

The OLF provides funding for campuses to host Fulbright Visiting Scholars already in the United States. A list of scholars and information on the application process are available on the CIES website at: <https://www.cies.org/program/outreach-lecturing-fund>

Departmental faculty are responsible for identifying a scholar to invite and completing the [online OFL application](#). OLF covers the cost of transportation with the expectation that the host institution covers local transportation, lodging and accommodations, and meals.

**USFSP is allowed to apply to bring two Fulbright Visiting Scholars a semester via the OLF.**

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### **Eligibility to Apply for Short-Term Visitors Grant:**

University colleges, departments, and centers may submit a request for funding. A full-time faculty member must serve as the principal contact and organizer of the event.

### **Funding**

**Maximum Award:** \$1000

**Number of Awards per Academic Year:** 3

- Short-term visits are for less than five nights
- Funds will be transferred to the department/college
- Department/College staff will be responsible organizing the visitor's travel and coordinating the visit
- Department/College staff are responsible for advising visitors of USF travel rules and regulations and for processing travel according to university rules and regulations
- The department is responsible for working with University Marketing and Communications to promote event through promotional materials (if applicable) and a news story

- All marketing materials must be co-branded as sponsored by the department/college and the USFSP Office of Global Initiatives (we will provide the logo)
- A copy of all promotion materials must be submitted to the Office of Global Initiatives
- A copy of the visitor's completed Travel Expense Report (TER) and/or Pcard statements for travel expenses must be submitted to the Office of Global Initiatives
- Unused funds must be transferred back to Academic Affairs

Application Documents:

1. Cover sheet listing the details of the visit
  - a. Name of visitor
  - b. Visit dates
  - c. Purpose
  - d. Sponsoring department/college/center
  - e. Name of faculty member host
  - f. Proposed budget
2. Narrative statement that addresses selection criteria
3. Curriculum vitae or bios of the visitors
4. Letter of support from department chair and College Dean approving event

Selection Criteria:

1. Significance of the event/visit for the department, college, or university
2. Expertise/reputation of the visitor

Submit completed application to [global@usfsp.edu](mailto:global@usfsp.edu) by January 31, 2020 for review and selection by the Faculty Global Engagement and International Scholars Committee. Awardees will be notified no later than February 21, 2020.