

**Application for  
Faculty and Staff Travel and Study Abroad Grant**

Name: \_\_\_\_\_ Local: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

Circle One:            CUPE            VIUFA            BCGEU            ADMIN

I am applying for funding for: (check one)

- Conference
- Language/Culture program
- Field School/Exchange/Internship or Practicum research and development
- Faculty/Staff exchange
- Other

Please provide a summary answering the following questions (use a separate piece of paper; only typed applications will be considered):

- ✓ What is the study abroad experience or conference you would like to attend?
- ✓ How did you find out about it?
- ✓ What is the itinerary?
- ✓ How will this experience enhance your international understanding, assist you to internationalize your curriculum or contribute to the internationalization efforts at VIU?
- ✓ How will you ensure opportunities to share your experiences with the broader institutional and local communities?
- ✓ Please outline your previous international experience (if any)
- ✓ Please indicate other sources of funding for this activity, if any (i.e.: VIU Research and scholarly activity fund)

Total cost of trip:\* \_\_\_\_\_ Amount requested: \_\_\_\_\_

\*Please provide a breakdown of anticipated expenses, on a separate page, with supporting documentation.

If approved for this grant, I agree to submit a comprehensive report to International Education, within 30 days of completion of this project.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature in support of your application: \_\_\_\_\_