TEACHERS COLLEGE
COLUMBIA UNIVERSITY

International Travel Grant (ITG) for Teachers College Students
AY19-20: Spring 2020 Application Cycle
Application Guidelines & Eligibility

International Travel Grant

The Office of International Affairs (OIA) is pleased to announce the International Travel Grant for Teachers College students engaging in academic activities abroad. Funded by OIA, this grant is intended to support travel-related expenses for conducting research, fulfilling internships, presenting at conferences, or participating in other academic activities outside of the United States.

Through this initiative, OIA will award up to **four** grants of $500 each during the Spring 2020 academic semester. Applications will be accepted for future travel only. Applications for travel completed **before** the award notification date are not eligible. Eligible expenses include, but are not limited to, transportation, accommodation, conference registration fees, and supplies for research.

Award recipients will be required to submit a summary report of their research or other activities following the completion of their trip. OIA may publish some reports on the OIA website or invite award recipients to present their work at a student forum. Additional guidelines for this report can be found on page 2.

Grant Eligibility

Students are eligible to apply only **once** per academic year. In addition, grant applicants must be:
- A full- or half-time matriculated, degree-seeking student taking at least 6.0 credits or the equivalent;
- A continuing student (students graduating in Spring 2020 are not eligible); and
- Going abroad for academic purposes in the same academic year (AY19-20) that the application is submitted.

Important Dates

- The application window will open on **February 3, 2020**.
- The application deadline is **March 3, 2020, 5pm EST**.
- Travel must be completed before the application window for the Fall 2020 cycle opens on **September 28, 2020**.
- Applicants will be notified of final decisions by **March 24, 2020** via the email address provided on the application.

Application Procedure

OIA will begin accepting applications on **February 3rd**. To apply, please submit the items listed below via the Google application form (https://forms.gle/KDL2GTuG9KfbCpz56). Documents should be uploaded as PDF attachments only.

1. Official application
2. Proposal (maximum of 2 single-spaced pages, including budget)
3. Updated resume or CV
4. Supporting documents (e.g. conference acceptance letter, research and/or data collection schedule, internship award letter, etc.)*

*Documentation is not required, but is strongly encouraged.

Proposal Guidelines

Please include the following information in the proposal:

- **Destination**
- **Travel dates**
- **Purpose**: Please provide the purpose of your travel and a description of the planned activities. For internships, include (1) a description of the organization; (2) a link to the organization's website; and (3) a scope of work. For conferences, please include (1) the conference name, location, start and end date; (2) a conference description; and (3) documentation of participation (e.g. presentation abstract, proof of registration, etc.)
- **Implications/outcomes**: Describe any desired outcomes and the potential implications for your work as a TC student or professional in the field.
- **Budget**: Provide a budget showing how the travel award will be used. The budget may exceed $500; however, only an amount up to $500 will be funded by the International Travel Grant. Related expenses include, but are not limited to, transportation, accommodation, conference registration fees, and supplies for research. Expenses deemed unrelated to an academic activity will not be funded. Please make sure the budget includes any other funding that you have received for your overseas activity.

Selection Criteria

All applications must have a clear international focus. In addition, preference will be given to applicants who will:

- Conduct research; present at conferences; or participate in internships or other academic activities that are directly relevant to the applicant's current course of study.
- Demonstrate strong potential to impact the applicant's academic and professional career.

Award Recipients

Notification

Recipients will be notified via the email address provided on the application by **March 24, 2020**. If, for any reason, the project or program does not occur, award recipients must notify OIA immediately and return the awarded funds. Grant recipients who return awarded funds are welcome to reapply in future cycles.

Pre-departure Requirements

Award recipients should notify TC's Office of Risk Management at least 45 days before travel and complete the required travel forms. For more information on student travel at TC, please visit:
https://www.tc.columbia.edu/controller/risk-management/international-travel/

Post-travel Summary Report

Within 30 days of travel completion, grant recipients must submit a summary report to OIA (send to: internationalaffairs@tc.columbia.edu). The report should be **200-300** words in length and include a summary of activities and outcomes. If possible, the report should also include recommendations for students interested in pursuing a similar opportunity. Along with the report, grant recipients are encouraged to submit at least two photographs, one of which features the recipient. Please note that summaries and pictures may be featured on the OIA website as well as other TC media.

Grant Timeline

- Spring 2020 Semester
    - **Spring 2020 applications accepted**: February 3, 2020
    - **Spring 2020 deadline**: March 3, 2020
    - **Spring 2020 award announcement**: March 24, 2020

Please direct all questions or technical issues to OIA (internationalaffairs@tc.columbia.edu).