



## Study Abroad Incentive Award Policy and Procedure

Starting **June 1, 2016** the new process and policy stated below will take effect:

<i><b>New Process</b></i>
1. Complete the Study Abroad Faculty Incentive Award Application (see attachment).
2. Submit application to the Study Abroad Office at least <b>1 month prior</b> to departure.
3. Committee comprised of two administrators in the International Affairs Department, one administrator in the Comptroller's Office, and one UIW faculty member (from any school or department) will review and award funds.
4. Committee is under no obligation to award any monies.
5. If awarded, the committee will transfer funds to your current study abroad program account.
6. To disperse funds for your program visit with Ms. Amy DeAtley, Comptroller's Office, ADMIN Room 175.

<i><b>New Policy</b></i>
1. No minimum amount of students required (committee can prorate depending on number of students)
2. No minimum time duration for the program (committee can prorate depending on number of days).
3. Must submit application form, with copy of course outline, budget and itinerary (see attachment).
4. Selected programs will be awarded a <b><u>maximum amount of \$1,000 per program.</u></b>
5. Awards must be applied to current program. Awards must be identified to the specific expense(s) during the program. Remaining funds, which are not utilized for the pre-identified and budgeted expenses, shall be returned after reconciliation. Funds <u>cannot</u> be via a payroll check or transferred to restricted account for future use.
6. After all expenses have been paid, any unused funds from the program will be refunded to the participating students.

# Faculty- Led Study Abroad Incentive Award



## FACULTY-LED STUDY ABROAD INCENTIVE AWARD

The Faculty-Led Study Abroad Incentive Award was established to provide financial assistance for faculty-led study abroad programs. Applications are required to detail budgets for air travel, accommodations, and other related expenses. Chosen program(s) may be awarded up to \$1,000 to be applied towards the pre-identified expense(s) of the upcoming international faculty-led program. The committee is under no obligation to award funds. Any unused funds are automatically returned to the account.

### Timeline:

Applications should be submitted no later than one month prior to the scheduled departure date.

### Eligibility Requirements:

1. Full-time UIW faculty
2. Credit bearing course(s)
3. Completed and submitted Study Abroad Agreements to the Study Abroad Office

### Please submit the following:

1. A completed application form with Dean approval
2. Copy of course outline
3. Budget (Identify the specific expense(s) for the award)
4. Itinerary

### Judging Criteria:

The Faculty-Led Study Abroad Incentive Award Review Committee will base their award decisions utilizing the evaluation guidelines found on page three (3) of this document. All decisions are final.

### Return completed form to:

UIW Study Abroad Office  
Ms. Alanna Taylor, Coordinator  
International Conference Center (ICC)  
Office number F111  
847 East Hildebrand  
San Antonio, Texas 78212  
E-mail: [avtaylor@uiwtx.edu](mailto:avtaylor@uiwtx.edu)  
Mail: CPO 307

# Faculty- Led Study Abroad Incentive Award

## Application Form

Today's Date	
Course Number	Title of Course
Is this course part of your regular course load? ( ) Yes ( ) No	
<b>TRIP INFORMATION</b>	
Destination(s)	Dates of Travel
Number of Students	Estimated cost of program per person
<b>FACULTY INFORMATION</b>	
<u>Participating faculty</u>	<u>Duties</u>
Lead Faculty	
Co-Faculty	
Co-Faculty	
Co-Faculty	
<b>FACULTY COMMENTS TO COMMITTEE:</b>	
<b>DEAN'S COMMENTS:</b>	
Dean's Signature_____	

# Faculty- Led Study Abroad Incentive Award

**FOR OFFICIAL USE ONLY**

Faculty-Led Study Incentive Award

Evaluation Guidelines

Destination or Title of Faculty-Led Trip						
		Highly Unsatisfactory	Unsatisfactory	Average	Satisfactory	Highly Satisfactory
1.	Completed application	1	2	3	4	5
2.	Explanation of financial need	1	2	3	4	5
3.	Explanation of Duties	1	2	3	4	5
4.	Budget is reasonable. Budgetary items are justified.	1	2	3	4	5
5.	Length of trip	1	2	3	4	5
6.	Relevance of trip to course	1	2	3	4	5
7.	Number of students	1	2	3	4	5
8.	Completed forms for faculty-led study abroad	1	2	3	4	5
9.	Number of academic activities planned during trip	1	2	3	4	5

**Comments:**

**Total Score:** \_\_\_\_\_