

OIED Faculty & Staff International Travel Awards

Applicant Instructions

Stage 1 - Pre-Award:

- Click on the "Click Here" link in the "Application Link" column for the travel cycle above that corresponds with your return from travel date.
 - If the indicated "Application Due" date has past, you will not be able to apply for that particular cycle.
- Fill out each required portion of the application. There are required portions for you, your direct supervisor/chairperson, and the College/Division Dean/AVC/Director.
 - Once you're done filling out the application to the best of your ability, it will auto-forward to the direct supervisor or Department Chair you input.
 - Be sure that you are uploading your trip's budget properly.
- Your supervisor will fill out portions of the application.
- Once they're done filling out their portions of the application, it will auto-forward to the College/Division Dean/AVC/Director.
- Upon the fully completed application's arrival in OIED, you will receive an email notification.
- Award decision notifications will be sent via email on the Award Decision deadline date associated with the application travel cycle (see above "Application Cycle Timelines" for dates).

Steps for Stages 2 & 3 are sent via email along with the award decision

Post-Review Process:

- Once Approval Steps #1 & #2 are complete, the application is considered "Fully Submitted."
 - From here, a notification email is sent out indicating that it has been received, which includes the department and college's comments on the application, the committed funding from both, as well as the decision notification timeline.
 - This notification email is sent to the applicant, Department Chair/Director, Dean/Vice Chancellors, and all admins.
- Then, OIED reviews the application.
- Once a decision is made, applicants are notified of the decision via email on the indicated "Award Decision" date. This email notification also includes next steps for the applicant.