

# OIED Faculty & Staff International Travel Awards

## Application Process & Approver/Reviewer Instructions for Department Chairs & Deans

### Application Process:

- Applicant visits OIED's Resources [webpage](#) and selects the link for "International Travel Funds for Faculty & Staff" under the Faculty & Staff Funding Opportunities heading.
- Applicant reviews the "Application Cycle Timelines," and applies to the appropriate cycle for their specific travel dates by selecting the link associated with that particular cycle's application.
  - The link takes the applicant directly to that cycle's specific application housed within the InfoReady Review application system.
  - The applicant fills out all the required fields in the application:
    - Personal Details (name, email, etc.) and general info
    - Details on how this particular "project will advance international education at Appalachian State University."
    - An overview of the travel itinerary and activities to be conducted during the travel period.
    - Download the "Project Budget" Excel file template, fill it out, and upload it to the application.
    - Enter the email address for their Department Chair/Director and their Dean/Vice Chancellor ("Approval Steps #1 & #2").
    - Review and select "Save as Draft" or "Submit Application"

### Approver/Reviewer Process:

- Once the applicant selects "Submit Application," the application is automatically routed to the Department Chair/Director (individual entered as Approval Step #1).
  - The Dean/Vice Chancellor (Approval Step #2) will have a review pending when Approval Step #1 is completed.
- The system is automatically setup to send an email every Tuesday and Thursday notifying an approver of a review pending their approval.
  - The email notification includes instructions, a link, and a breakdown of pending reviews.
- Approving/Reviewing Instructions:
  - Click the link provided in the email.
  - It will take you directly to the login page for InfoReady Review system.
    - Click the blue "Appalachian State University Login" button if you're not logged in.
    - If you are logged in, your name should appear in the top right.
  - Click "Reviews" in the top navigation bar
  - Here, you will see any application pending your review.
  - Click on the Application Title for the application you'd like to review.
    - Note: It will not open in a new window.
  - Click the gray "PDF" button towards the top right of the application to see all the applicant's info. This will open the full application in a new window.
  - Click on the "View Other Reviews" button on the right to view comments and funding from previous reviewers.

- Department Chairs will have no other reviews here, as you are the first stop in the approval process.
  - Dean/Vice Chancellors will see what the Department Chair has commented and the funding committed.
- Click on the budget the applicant attached under the Application Files on the right to see the submitted budget.
- There's also a "Comments to Administrator" section. Here is where you'll put any notes directed to OIED.
  - For example, if you're holding off on reviewing until you've gathered any additional information needed.
  - Be sure to click "Save as Draft" when finished commenting.
- Once you've reviewed the application, any previous reviewer's comments, the attached files, and added any notes to OIED, finish your review by indicating whether you approve the application (default is "I Approve"), add any comments you'd like, and indicate the amount of funding you're committing.
- Click "Submit Review."
  - If you notice that you made a mistake after you've submitted your review, please let me know via email [OIED@appstate.edu](mailto:OIED@appstate.edu). I can go in and edit the application on my end.
  - You can see any previous reviews you submitted by going back to the "Reviews" tab and selecting the "All" option under the "Status" drop-down menu.

#### **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.