

**STUDY ABROAD PROGRAM DEVELOPMENT GRANT APPLICATION**

UVU faculty or staff that would like to request funds to develop a potential for-credit study abroad program can submit this form. Faculty should be personally familiar with locations to which they plan to take students. Requests for funds to subsidize familiarization trips and site visits to set up and explore logistical support for programs are appropriate. Other requests for funds needed to strengthen existing study abroad programs or develop new study abroad programs will also be considered. Only full-time faculty or staff may apply for this grant. The Office of Education Abroad will screen grant requests for appropriateness before distributing funds on a first-come-first-serve basis as long as funds are available.

**Maximum amount of grant: $1500**

The Office of Education Abroad can either reconcile Concur costs to an appropriate Study Abroad program index or transfer funds to your home department.

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| **A. Prospective Study Abroad Program Director:**  **Name:** Enter text  **UVID:** Enter text  **Title:** Enter text  **Department:** Enter text  **Name of Department Chair:** Enter text  **School/College:** Enter text  **Name of Department Manager/Admin:** Enter text  NOTE: Prospective Co-Directors may apply separately for funds | **B. Are you requesting funds for travel?:**  **If so, please fill out the following:**  **1. Location(s):** Enter text  **2. Anticipated dates of your travel:** Enter text  **3. Estimated total cost of your trip (include costs for flights, in-country transportation, lodging, food, etc.) $** Enter text  **NOTE: You will need to have an approved Concur request before travel** |

**C. Information about the potential study abroad program you would like to lead:**

**1. Location(s):** Enter text

**2. Anticipated semester/dates of program travel:** Enter text

**3. Program description** (a short paragraph describing potential program subject & activities): Enter text

**4. Anticipated UVU courses for program:** Enter text

**D. Description of requested funds?**

Please write a paragraph or two describing the amount of funds you are requesting, what you will use the funds for, and how these funds will help you strengthen an existing or develop a new study abroad program:

Enter text

**E. Approvals**

**NOTE: Study Abroad programs must be for academic credit. Department and/or college will cover expenses in excess of $1500.**

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Signature of Department Chair/Program Director/Supervisor

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Signature of Dean

The chair and/or dean may send an approval email to [studyabroad@uvu.edu](mailto:studyabroad@uvu.edu) with this form attached in lieu of a physical signature. Deliver the completed form to the Director of Education Abroad in LA 111M or email it as an attachment to [studyabroad@uvu.edu](mailto:studyabroad@uvu.edu).