

General Information

_____	_____	
Name	Rank/Title	
_____	_____	
Department	College	
_____	_____	
JMU Email	Office Phone	
_____	_____	_____
Department Fiscal/ Budget Contact	Fiscal Contact Phone	Org/ Dept Number

Project Proposal

_____	_____
Country of proposed activity	Dates of travel
<i>**Note: These awards may not be used to fund travel to countries on the U.S. State Department travel warning list.</i>	

Brief description of activity (10-20 words) *Note: See grant guidelines for examples of activities eligible for support.*

Budget Summary *(Please itemize on the following page)*

Total project expenses	\$ _____
Matching funds – confirmed	\$ _____
Matching funds – pending	\$ _____
Amount requested in this application	\$ _____

Signatures

<i>Applicant</i>	_____	Date	_____
<i>Department Chair/Unit Head</i>	_____	Date	_____
<i>College Dean/Division Head</i>	_____	Date	_____

Budget Information

• Project Costs

Travel

Airfare

\$

Ground transportation

\$

Living Expenses Refer to U.S. State Department per diem rates at
<http://www.state.gov/m/a/als/prdm/>

Meals (\$ X days)

\$

Lodging (\$ X days)

\$

Other

Registration Fees

\$

Other (specify)

\$

TOTAL PROJECT COSTS

• Matching Funds *(Personal Funds are not to be considered matching funds)*

Confirmed

Source: _____ \$

Source: _____ \$

Pending

Source: _____ \$

Source: _____ \$

TOTAL MATCHING FUNDS

• Travel Grant Request

FUNDS REQUESTED

Have you received OIP or JMU support previously for international program development or travel?

Yes No

If yes, list grant type and date of most recent award.

Attachments

Please attach: a one- to two-page proposal describing the project; documentation of matching funds; letters of invitation and/or conference program or registration form (if applicable); and a current curriculum vitae.