**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  ***\*\*Note:*** *These awards may not be used to fund travel to countries on the U.S. State Department travel warning list.* |  | Dates of travel |

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**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Applicant*** |  | Date |  |
|  |  |  |  |
| ***Department Chair/Unit Head*** |  | Date |  |
|  |  |  |  |
| ***College Dean/Division Head*** |  | 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.