Travel and Development Grant Guidelines

1. Application(s)…

   A. All applications should be submitted at least 1 months prior to travel dates to allow for sufficient review and processing.

   B. Applications must be filled out completely and all signatures must be present before any grant will be processed.

   C. One copy of the following items must should be submitted.

      (1). **<u>Completed application form</u> -** In addition to contact information, cost estimates, and supporting signatures of department chair and dean, a brief description of 10 to 20 words is requested. Examples:

      - Collaborative research in neurobiology as part of an exchange program with Fudan University

      - Present a paper at the 22nd international conference on technology transfer

      - Archival research on medieval manuscripts at the Biblioteca Nacional.

      - Hosting an international scholar to the JMU campus.

      (2). **One-page proposal -** This should describe the proposed activities and the expected benefits to the individual and the university. If a proposal has already been developed for another funding source, it may be substituted for this requirement. Where relevant and available, letters of invitation from foreign colleagues or conference organizers may be included with the application.

      (3). **Documentation of matching funds -** Priority will be given to proposals for which there are matching funds from JMU departments/colleges, external or grant sources. Evidence of application for matching funds that have not yet been confirmed are acceptable. Personal contributions are not considered matching funds.

   D. Applications will be evaluated according to the priority of the activity supported, the applicant's record of scholarly accomplishment, the relation of the project to the advancement of global education at JMU, and in some cases the confirmation of matching funds.

   E. In order to support as many proposals as possible with current funding, International Development Grant awards are limited to $500.

   F. Applicants will generally not be awarded more than one grant in a 12-month period. The 12-month period begins on the travel departure date. Preference may be giving to individuals who have not been previously supported by an IDG.

   G. CGE will send an award email to the administrative contact and the grant recipient when the IDG has been granted. The award letter will inform the award information and payment options. Please keep a completed copy of the application for your records.

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H. Send applications to:

> CENTER FOR GLOBAL ENGAGEMENT
> JAMES MADISON UNIVERSITY
> MADISON HALL
> MSC 5731
> 100 E. GRACE STREET
> HARRISONBURG, VIRGINIA 22807

I. CGE reserves the right to decide how funds are paid out. Grants are non-transferable. Payments will be made to the department, person, dates, and destinations listed on the application only. Grants can be reimbursed to the department or to the grantee via Chrome River reimbursement.

   (1). When paying a department

   - Grants can only be paid out after the terms of the grant have been fulfilled. If the approved terms of the grant are not met, the grant will be forfeited. Examples of cause for forfeiture are: cancellation of travel plans, event cancellation, etc.

   - A copy of the monthly detail report that displays the org number, account number, expense description and the amount of the expense must be submitted to CGE within **60 days** of the expense being posted to the department budget.

   (2). When paying via ChromeRiver

   - Before processing a reimbursement through ChromeRiver, an IDG code must be obtained from CGE. The reimbursement will not be approved without the IDG code.

   - A copy of the approved reimbursement must be sent to CGE.

J. Grants **MUST** be paid out in the same fiscal year the expense occurs. Travel and expenses that occur in May and June should be discussed with the CGE grant contact to review dates and deadlines before any purchases, such as plane tickets or reimbursements are processed.

K. The administrative support person of the receiving department/person is responsible for managing the expense reporting and grant funds request in a timely manner.