

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES**  
**INTERNATIONAL PERFORMANCE AND PRESENTATION GRANTS (IPPG)**

**Overview:** The IPPG provides travel funds for CLAHS faculty presenting or performing at international sites. The Office of the Dean (OOD) will match up to \$1,500 of funds secured by the applicant. It is expected that the applicant's home academic unit will provide some funding. Applicants may utilize a variety of funding sources to secure a match from OOD (from other units/centers, grants, startup resources, professional development funds etc.). Faculty with funding from other sources that could be used for these purposes should use all such available funding first, and request supplemental IPPG support only if they still have unmet financial need. Sources of support for proposals must be confirmed when the application is submitted. Funds will be transferred to the applicant's academic unit, which will be responsible for their management and dispersal.

**Eligibility:** Faculty: tenured, tenure-track, collegiate, instructors, professors of practice, clinical faculty, visiting professors, research professors, and postdocs with continuing appointments. Not eligible: graduate students, faculty/postdocs on one-year appointments, part-time adjuncts. Faculty may receive only one IPPG each fiscal year, July to June (based on presentation/performance dates and college fiscal year deadlines).

**Sites:** Conferences, workshops, university symposia, meetings, performance venues etc. where a faculty member is presenting or performing at an international location (outside of the U.S. and its territories). Faculty presentation or performance must be confirmed (on a program or flyer, email, or other notification attached to the application).

**Application Deadlines:** Applications are due by the 15th of each month (irrespective of whether date falls on a business day). Applications submitted after the 15<sup>th</sup> of the month will be reviewed the following month. Faculty may submit applications when they can confirm presentation/performance and funding that will be used for the match, but must do so at least 30 days before the travel will occur. Exceptions to this will only be permitted under very unusual circumstances, subject to the discretion of the grant administrator. Retroactive requests (during or after event) will not be accepted.

**Submission Materials:** Application Form Attached. Requires applicants to identify: name, department, faculty rank, destination, event details; provide a concise summary of the presentation/performance and how this travel furthers professional goals; most recent previous IPPG funding, if applicable, and report submission info; outline a preliminary budget: travel, lodging, meals, conference registration, other costs; confirm cost-share from

department/school or other funding sources and unit administrator approval (signature required); confirmation of presentation or performance (please append to the application an email, program, or flyer etc.). Submit materials to Associate Dean Jalalzai at [fjalalzai@vt.edu](mailto:fjalalzai@vt.edu) (subject:IPPG Submission).

**Application review and approval:** Review and approval by Associate Dean for Global Initiatives and Engagement, Dr. Farida Jalalzai, with a decision made within two weeks. Notifications will be made to the applicant via email and copied to the unit administrator. If travel cannot be completed as anticipated, the awardee must notify Associate Dean Jalalzai as soon as possible.

**Reporting Requirement:** Reports are due 30 days after return from travel to Associate Dean Jalalzai at [fjalalzai@vt.edu](mailto:fjalalzai@vt.edu). In one short paragraph, explain how your engagement in this international presentation/performance opportunity advanced your professional development. Recipients that do not complete a report will be ineligible for future IPPG funding until they satisfy the reporting requirement.

**International Travel Policies:** All international travel funded by this grant must comply with all applicable VT international travel policies. The award of this grant does not constitute approval of the proposed travel or eliminate the requirement that the proposed international travel comply with all University travel policies; see <https://policies.vt.edu/assets/1070.pdf>

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES  
INTERNATIONAL PERFORMANCE AND PRESENTATION GRANTS (IPPG)  
APPLICATION FORM**

**Applicant (College of Liberal Arts and Human Sciences faculty only)**

Name	Academic Unit	Rank	E-Mail
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**Name of conference, workshop, etc.**

**Event Location and Dates**

**Presentation/Performance Details- Provide a concise summary (one paragraph max) of your upcoming presentation/performance, how this travel furthers your professional goals, and expands VT's global research visibility, and potential global partnerships.**

**If applicable, please list:**

**Most recent IPPG award date**

**Date you submitted your report**

**Budget**

Indicate expenses associated with this travel. Please provide details for all relevant budget items, e.g., airfare to and from where, number of nights for lodging and food.

Airfare	\$
Lodging	\$
Food	\$
Registration	\$
Other	\$
Other	\$
Other	\$
Other	\$
Other	\$
<b>Total</b>	<b>\$</b>

Indicate below sources of support for the budget above.

Sources of Support	Amount Requested	Amount Approved
IPPG		-----
<b>Total (must equal Budget total above)</b>	<b>\$</b>	

**Chair/Head/Director Signature**

Chair/Head/Director Name

Date:

**If applicable:**

**2<sup>nd</sup> Chair/Head/Director Signature**

2<sup>nd</sup> Chair/Head/Director Name

Date: