

# INTERNATIONAL FELLOWS PROGRAM (IFP)

## Please note the following restrictions on these grant funds:

1. This award is contingent upon the receipt and acceptance of any outstanding final reports due from previously awarded internal or extramural grants.
2. If this award is contingent upon approval by the University's Institutional Review Board, funds will not be released until ORSP has the approved IRB protocol number on file.
3. Students must be currently enrolled undergraduates at UW-Eau Claire during the experience abroad for students to be eligible for the International Fellows Program grant and student stipend.
4. **Funds for 2019-2020 will not be released until July 1<sup>st</sup> of the fiscal year of your award.**
5. If you anticipate having any unexpended funds, you should notify Jeff DeGrave so that the funds may be used to assist other faculty with their international research or service projects.
6. It is expected that the budget is accurate as noted in the proposal. Once monies have been awarded, **no new funds will be awarded for the same project due to inaccurate cost estimates.**
7. Funds awarded are not intended to cover all project expenses. This experience is not without personal contribution. Costs not covered include food, visas, passports, phone and internet, laundry, and any additional personal expenses.
8. Publications or presentations resulting from work funded by this grant program should acknowledge that support for the project came from Blugold Commitment funds through the University of Wisconsin-Eau Claire Student-Faculty International Fellows Program for Research, Service, and Creative Activity.

## Please note the following requirements on grant funds:

1. Funding recipients are expected to present their research or creative activity outcomes at UW-Eau Claire Student Research Day: CERCA and/or UW System Symposium. Students are also encouraged to present their results at other discipline-specific research venues.
2. Participants are expected to complete the materials in the online Studio Abroad system, as well as pay a \$30 application fee to the program. Participants will be enrolled in the system upon receipt of this award letter and notified via email with instructions.
3. Participants are required to enroll in a 1-credit Independent Study/Directed Study within the department of the Faculty/Staff leader, during the semester before or after their IFP travel.
4. All UW-Eau Claire faculty, staff, and student participants must be enrolled in the UW system mandated international health insurance. You and your students will be enrolled in the insurance by Immersions staff and the coverage will be paid from the general IFP fund. Each month of coverage costs \$34 per participant.
5. The faculty/staff mentor must notify Jeff DeGrave of any changes in travel dates and complete the Travel Information Form to provide an in-country address and phone for emergency contact purposes.
6. It is expected that you will not withdraw from your commitment to the International Fellows program except in an emergency. If you cannot fulfill the requirements of the grant, you must notify Jeff DeGrave immediately. You will be responsible for returning all funds to the International Fellows Program including airfare and stipend, if they have been awarded.
7. Faculty must be on-site with students during the entire duration of the project, faculty/staff are not allowed to travel to other regions or other countries and leave students unsupervised.
8. Faculty must meet with student researchers at least one time before departure to provide information on the country, health and safety, money and budgeting, cultural adjustments, and details of the research project. In addition, students are required to attend a mandatory orientation for all faculty-led immersion participants.
9. Immersions Staff will enroll all faculty, staff, and student participants in the U.S. State Department Travel Registration system: <https://travelregistration.state.gov/ibrs/ui/>.
10. Faculty should meet with the ASK Center regarding proper procedures for paying international airfare, in-country travel, and lodging costs.
11. Faculty and student recipients are required to submit a project evaluation via Qualtrics within one month of receiving it.
12. Faculty are also required to submit a final report on Qualtrics and send Jeff DeGrave a final budget summary that includes copies of the project TERs one month after the end of the international experience.