

## **Frequently Asked Questions about the Illinois International Programs (IIP) International Grants Program?**

These are some of the more commonly asked questions regarding the IIP International Research Travel (Travel) and IIP International Conference (Conference) Grants Program.

Full program guidelines and application materials can be found on the Illinois International website at: <http://international.illinois.edu/resources/grants.html>

### **1. Are IIP Conference and Travel Grants the same as Hewlett International Conference and Travel Grants?**

The IIP grants were formerly called the Hewlett International Research Travel and Conference grants. In 2013, the grants were renamed but are substantively the same in terms of goals and application requirements.

### **2. If I am a staff member or non-tenure track faculty member, can I apply for an IIP grant?**

Travel grants are limited to tenure track faculty. Other university personnel can apply for Conference grants with the sponsorship of a University department or unit as long as the conference meets the guidelines for the program.

### **3. How do I get my IIP award money?**

Prior to processing your reimbursement, your business office should contact Linda Franklin with IIP at [lfrankli@illinois.edu](mailto:lfrankli@illinois.edu). She will work with your home department's business office to reimburse expenses up to the amount of award. Per policy, this should occur no later than 60 days after your travel has been completed.

### **4. How do I get my reimbursement for an IIP Grant?**

All direct reimbursements should be processed through your departmental business office. Your business office should then contact Linda Franklin at [lfranklin@illinois.edu](mailto:lfranklin@illinois.edu) in the IIP business office for a funds transfer. We will request copies of vouchers processed for reimbursement for our audit files at the time of the fund transfer.

### **5. What is the earliest date at which I can use my IIP Award?**

IIP Awards are meant to be used in the Academic Year after you apply. So, for example, if you intend to work on international research sometime in AY 2017-2018, you would need to apply for a Travel grant before November 4, 2016. We allow the funds to be used as early as the end of the AY in which you apply i.e. the summer before the next AY. So for this example, if you applied before November 4, 2016, for AY 2017-2018 and were successful, you could begin using the funds as early as mid-May 2017.

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**6. If I don't use my IIP award in the specified period, can I keep it and use it another time?**

In extenuating circumstances (medical leave, etc.) we will allow a one year extension of the award period; however, this must be approved by IIP and will not extend past one calendar year for any circumstances.

**7. What expenses are permissible uses for Conference award money?**

The budget for the conference that will be supported by IIP Conference Grants can include travel costs, local costs such as living expenses, and publication costs plus other direct expenses needed to implement a conference. Honoraria for speakers or those presenting papers will not be supported by IIP Grant funds.

**8. Can I use Conference awards for conferences occurring in other places?**

IIP Conference awards may only be used for conferences occurring on campus. The intent is to bring international scholars to campus so faculty, staff, students and community-members can benefit from their expertise.

**9. What does it mean in the guidelines where it says "Acceptance of an award implies willingness to serve on an IIP Awards Review Committee in a future year."**

The IIP Grant applications are evaluated by a committee of faculty members and IIP staff. We ask that you be willing to serve at least once on a review committee in a year after you have received an award.

**10. How much money is available for IIP awards this year?**

The amount of award money available each year fluctuates somewhat based on the return provided by the endowment. Typically the committee has about \$45,000 total to disburse, however the range can be from \$35,000-\$65,000.

**11. How is the total award money distributed between Conference and Travel grants?**

Most years the money available is split 50-50 between Conference and Travel grants. However, there have been years where the committees decided to allocate more money to Conference grants than Travel grants and vice versa, depending on the number and quality of applications.

**12. What happens if I don't use all funds awarded?**

All unused funds will revert back to IIP.

**13. How often can I apply for IIP International Grants?**

One may apply annually; however, you may only be awarded one grant (conference or travel) once every twenty-four (24) months.