Frequently Asked Questions about the International Programs & Studies (IPS) International Grants Program?

These are some of the more commonly asked questions regarding the IPS International Research Travel (Travel) and IPS International Conference (Conference) Grants Program. Full program guidelines and application materials can be found on the Illinois International website at:

IPS International Research Travel Grants:  http://international.illinois.edu/faculty/ipstravel.html

IPS Conference Grants:  http://international.illinois.edu/faculty/ipsconf.html

1. Are IPS Conference and Travel Grants the same as Hewlett International Conference and Travel Grants?

   The IPS 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 a IPS 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 IPS award money?

   IPS Grants work on a reimbursement basis. Upon completion of your research travel or conference you or your unit will be reimbursed up to the amount of the award.

4. How do I get my reimbursement for a IPS Grant?

   All direct reimbursements should be processed through your departmental business office. Your business office should then contact Amy Leng (amyleng@illinois.edu) in the IPS 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 IPS Award?

   IPS Awards are meant to be used in the Academic Year after you apply. So, for example, if you intend to do some international research sometime in AY 2011-2012, you would need to apply for a Travel grant in Fall semester of 2010. 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 in November, 2010 and were successful, you could begin using the funds as early as mid-May 2011.

6. If I don’t use my IPS award in the following Academic Year, 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 IPS 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 IPS 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
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papers will not be supported by IPS Grant funds.

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

   IPS 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 IPS Awards Review Committee in a future year.”**

   The IPS Grant applications are evaluated by a committee of faculty members and IPS 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. The committee duties are not onerous and require only that you read the applications and attend one meeting. We are of course very happy if you continue to serve on review committees in later years.

10. **How much money is available for IPS 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.