



## MCHHS International Travel Support

The McQueary College of Health & Human Services (MCHHS) at Missouri State University is committed to supporting faculty members as they advance the university's mission through dissemination of their research. MCHHS International Travel Support provides matching funds to full time, MCHHS faculty that are applying for an International Travel Award.

### POLICIES

- 1) Applicants must be full-time, permanent, faculty in MCHHS that wish to disseminate their research to an international audience at a conference.
- 2) Applicants must be returning to the University for the following academic year to receive support.
- 3) Applicants must follow related University policies, including submission of a Foreign Travel Authorization form prior to travel.
- 4) Applicants must concurrently apply for an International Travel Award (from the Graduate College) and follow all related policies/procedures. Submission deadlines will be the same: January 15, April 15, July 15, and October 15.
- 5) Travel funded through the MCHHS International Travel Support is subject to the Missouri State University policies for integrity in research and researchers must abide by the policies set forth by the Office of Sponsored Research and Programs ([www.srp.missouristate.edu](http://www.srp.missouristate.edu)) and the Institutional Review Board.
- 6) All applicants who receive support must email a final report to the MCHHS Dean's Office within 30 days following the trip. This report should include:
  - Name date and location of event
  - Title of presentation and copy of conference schedule, which lists the presentation
  - Citation of published abstract (if available)
  - Copy of abstract
  - A plan for publication of the presentation, including a specific venue.
- 7) In general, applicants will be eligible for MCHHS International Travel Support 3 years after the date that they submit a post trip report.

### APPLICATION

- Justification (no longer than 2 pages) – (i) a brief explanation of the research and how presentation at an international venue supports Missouri State University's mission; (ii) indicate when you last received international travel support and provide the reference to the resulting publication (if the work has been published).
- Attach a copy of the Foreign Travel Authorization Form and the International Travel Award application.