

# University of Wisconsin-Madison Global Health Institute

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## Faculty and Staff Travel Awards

The Global Health Institute Faculty and Staff Travel Awards are available for UW-Madison faculty and staff to undertake international travel related to educational and research activities. Several awards of up to \$2,500.00 each will be awarded for a duration of one year.

### Criteria

- Travel must pertain to the [vision and mission](http://ghi.wisc.edu/about/mission-and-vision) of GHI ([ghi.wisc.edu/about/mission-and-vision](http://ghi.wisc.edu/about/mission-and-vision)).
  - Travel must pertain to low/middle income countries or populations.
  - Funds will not be awarded to attend meetings to present past work.
  - Budgets must be reviewed for compliance with UW and divisional travel and financial policies by the appropriate grants administrator and/or financial supervisor in the applicant's department or division prior to submitting the final application. It is the responsibility of the applicant to know and comply with UW and their own divisional policies and procedures.
  - Students, post-docs, residents, fellows and previous Center for Global Health or Global Health Institute Travel Award recipients are not eligible for these awards. The application deadline for all proposals is 11:59 p.m. Monday, **January 29, 2018**.
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### To Apply

Individuals who plan to apply for a Faculty and Staff Travel Award must:

- Email the complete application by 11:59 p.m. Monday, January 29, 2018.
  - Email to: [Faculty.hlu49ftrfysozyc@u.box.com](mailto:Faculty.hlu49ftrfysozyc@u.box.com)
  - Email subject line: Traveler's first and last name, e.g. Jane Smith.
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### Application

The following application components must be on single-spaced, numbered pages (11 point font or larger, 1 inch margins) assembled into a single PDF file:

- GHI Title Page**, including abstract (Use GHI template found online at [ghi.wisc.edu/wp-content/uploads/2014/07/GHI-Application-Title-Page-2018.pdf](http://ghi.wisc.edu/wp-content/uploads/2014/07/GHI-Application-Title-Page-2018.pdf))
- Project description** (up to 2 pages), including the following sections:
  1. Introduction for why travel funding is being requested



2. **Educational or research objectives or activity**, and how the activities will advance the vision and mission of the GHI and your own professional activities
  3. **Tentative itinerary**
  4. **Proposed travel dates**
  5. **Detailed budget and total amount requested.** Detailed budget in tabular format giving breakdowns of expenses, as appropriate. Applicants should also describe other potential sources of funding they are pursuing, besides personal funds. Award is in the form of 101 funds and can be used for travel expenses and project-related supplies. Funds cannot be used for salaries, stipends, honoraria, tuition or program fees. Budget must be reviewed for compliance with UW System and divisional travel and financial policies by the appropriate grants administrator and/or financial supervisor in the applicant's department or division prior to submitting the final application. The name of the person reviewing the budget must be listed on the GHI Application Title Page in Box 10.
- Supporting documentation.** If there is supporting documentation for the project (invitation letter, IRB approval, protocol) this should also be provided.
- An abbreviated CV (up to 2 pages).**
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**The following considerations apply to GHI Awards:**

Awards will be announced during the first week of March 2018 and funds will be transferred to the recipients department/unit soon after awardees are notified. The award is in the form of 101 funds and all restrictions on use of 101 funds will apply. Note that if the award funds are not completely spent by the close of fiscal year 2018 (ending June 30, 2018), it is the responsibility of the award recipient to work with his or her department and divisional staff to arrange carryover of funds into the next fiscal year. Please consult with your unit's budget personnel prior to application if this is critical to your planning.

As a condition of receiving GHI funding, you must agree to:

- Follow all UW travel and financial policies, as well as the applicant's divisional policies, which are sometimes more restrictive
- Participate in the Community of Global Health Scholars on campus by presenting research results at appropriate GHI-sponsored events
- Acknowledge GHI funding in all resulting publications and presentations (sample text: "This project was funded/ partially funded through a Faculty and Staff Travel Award from the University of Wisconsin-Madison Global Health Institute")
- Provide annual and final accountability reports to the GHI regarding use of funds

**Global Health Institute contact information:**

1050 Medical Sciences Center  
1300 University Avenue  
Madison, WI 53706

**Email:** [globalhealth@ghi.wisc.edu](mailto:globalhealth@ghi.wisc.edu)

**Phone:** 608-265-9299

