

# Cultural Currency

**Description:** Funds are provided each year for the purpose of supporting faculty members whose professional credibility requires periodic residence in foreign cultures. These funds are to serve the currency of faculty members in the society or societies of their teaching programs and are separate from awards for research. Activities covered by these funds include travel to foreign areas, lodging and meals, tuition for advanced language study, and other relevant costs of maintaining currency in relevant cultures.

**Eligibility:** These funds are intended for use by tenure-line faculty members and ongoing Instructors, in both cases faculty members who have been in full-time service at the university for at least three years and whose teaching programs include foreign areas in a primary way. One grant of \$3,000.00, or more grants at lesser amounts, will be available per year. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Application for these funds should be made to the University Enrichment Committee in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, CMB 1020 or Jones 212, via the department chair. The application should include:

1. Completed Request for **Cultural Currency Travel Funding form attached below** which includes a statement describing:
  - the teaching program to be sustained by the award,
  - the activities planned for the award period,
  - a detailed budget, and
  - the reasons why other funding is unavailable for foreign travel/residence.
2. [Foreign Travel Waiver](#) documentation.

Preference will go to deserving applicants who lack other opportunities for such travel/residence, and who can demonstrate clear curricular application of activities supported by the award (which may be during the summer, the winter break, or another block of time, and should involve at least four weeks in the targeted culture).

**Deadline:** Application for cultural currency awards shall reach the committee on or before February 1.

**Reporting:** A faculty member receiving an award for cultural currency shall submit a written report of the activities undertaken by August 31 of the year during which the award was granted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the Provost.

The faculty member must also complete the [Reimbursement Request form](#) available on the [Faculty Resources for Professional Development webpage](#). Attach original receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.

**Request for Cultural Currency Travel Funding**  
to the University Enrichment Committee  
**Due February 1**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Office phone: \_\_\_\_\_ Email address \_\_\_\_\_ CMB \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of visit: \_\_\_\_\_

1. **Written Statement:** Attach an application that specifies (1) the teaching program to be sustained by the award, (2) the activities planned for the award period, (3) a detailed budget (attach an explanation of any items which need clarification), and (4) the reasons why other funding is unavailable for foreign travel/residence.

2. **Budget Proposal** **Total Budget Requested:** \$ \_\_\_\_\_

**Transportation:** \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Local Transportation \$ \_\_\_\_\_

# of Auto Miles \_\_\_\_ x \$0.545/mile = \$ \_\_\_\_\_

**Lodging and Meals** \$ \_\_\_\_\_

**Other Expenses (Please itemize on attached sheet)** \$ \_\_\_\_\_

3. **Foreign Travel Waiver:** Please list the name of all countries where you plan to travel:

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- Please sign a [Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form](#) and include a copy with your application materials.
  - Are any of the above-named countries currently on either the [Department of State's travel warning list](#), or on the [Centers for Disease Control's travel health warning list](#)? If so, please include a signed [Special Waiver and Acknowledgement for Faculty Foreign Travel form](#).

*Upon completion of the trip, I agree to provide a report of activities funded by the grant and original expense receipts to the University Enrichment Committee in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212, CMB 1020.*

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

*As the department chair/school director, I agree to assess professionally the report requested by the University Enrichment Committee.*

\_\_\_\_\_  
**Department Chair/School Director**

\_\_\_\_\_  
**Date**

**Please send your Cultural Currency Application by February 1 to  
Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, CMB 1020, Jones 212.**