



**University of Indianapolis**  
***2020-21 Zerfas Travel Grants Program***  
**Request for Proposals**

**SUMMARY STATEMENT:** The Zerfas Travel Grants Program encourages faculty cross-cultural travel outside the United States and English-speaking Canada. Faculty may travel as a self-guided tourist, as a member of a group, or as a student enrolled in a course of study. Travel should have some personal or professional development value, but **not** be directly related to the applicant's teaching or scholarship. Applicants are reminded of the University's travel policy that prohibits officially--sponsored travel to any destination where a travel advisory has been issued by the U.S. State Department.

**\*Update 11/19/20:** *Travel funded by the Zerfas Travel Grants Program qualifies as University-sponsored travel. Therefore, we will be unable to release any approved funds until the UIndy travel suspension is no longer in effect. Thank you for your understanding.*

**ELIGIBILITY:** All University of Indianapolis full-time employees with faculty status who have completed at least one (1) year of service with the university are eligible to apply.

**FUNDING:** Applicants may request up to **\$2,500**.

**Important Tax Notice:** Leon Zerfas, namesake of the Zerfas Travel Grant, directed that his bequest be used for faculty travel not directly associated with their university responsibilities. The Internal Revenue Service, therefore, considers Zerfas Travel Grant awards as taxable income. Applicants should acknowledge and consider this information before submitting a request for funding from this particular grant program. Applicants with questions on how the receipt of a Zerfas Travel Grant award may affect their personal finances are encouraged to consult with a tax professional.

**RESTRICTIONS:** Awards may supplement Sabbatical Leave, a Faculty Scholarship Grant, or a related subsidy; however, applicants must *clearly demonstrate* how the prospective travel is uniquely distinct from the educational travel. Awards may not support conference attendance but may support extended stay for tourist travel. Awards may not be used in conjunction with Mentor or Co-Leader Grants.

**TRAVEL TIMELINE.** Grantees are expected to complete travel within twelve (12) months of their grant award notification. Recipients who ultimately cannot travel during the year originally proposed may delay or defer their travel, and retain access to their award, for up to two (2) calendar years. After two (2) years, unspent grant monies revert to the Zerfas Travel Grant fund.

**Example:** *Dr. Hanna applies for a Zerfas Travel Grant in January 2019, and receives an award to travel that same calendar year, 2019. If necessary, Dr. Hanna may defer travel until the end of calendar year 2021.*

Grantees who wish to defer travel must notify the Associate Provost overseeing the International Division in writing within twelve (12) months of grant award notification. Grantees must receive approval from the

Associate Provost before they change their travel destination or defer travel.

**INSTRUCTIONS:** A complete application must include all sections as applicable and described below. All narrative portions must be double-spaced and use at least Arial 10 point font or Times New Roman 11 point font, with 1-inch margins on each page. Applicants should be award grant program guidelines are reviewed annually and are subject to change without notice. Applicants are responsible for use of most current grant program guidelines.

### SECTION I - COVER SHEET

Complete the **Internal Grants Cover Sheet**, including signatures.

### SECTION II – PROJECT NARRATIVE

- A. Project Abstract.** (Maximum 100 Words). Provide a brief overview of proposed cross-cultural travel, including destination(s), applicant’s role (self-guided tourist, member of a group, or student enrolled in a course of study), and the personal or professional development value of proposed travel.
- B. Project Narrative.** (Maximum of 3 Pages)
- 1. Proposed Destination.** Identify the intended destination(s) for proposed travel - citing specific cultural destinations, historic landmarks, or other points of interest that may be visited during travel.
  - 2. Interest in Destination.** Provide a brief explanation of the anticipated cross-cultural and intellectual enrichment obtained via proposed travel.
  - 3. Travel Timeline.** Provide the intended timeline indicating months or weeks of proposed travel.

### SECTION III – PROJECT BUDGET

- A. Budget Detail.** Complete the *UIndy Internal Grants Budget Form*. Provide a detailed, itemized budget of no more than \$2,500. Applicants may use lodging, meal, and per diem rates established by the [U.S. General Services Administration \(GSA\)](#) as a guide for budget development. All travel expenses must be itemized.

#### - SAMPLE ITEMIZED BUDGET -

Zerfas Travel Budget	Amount
Round-trip airfare, Indianapolis to Geneva	1,400.00
Lodging in Geneva, 3 nights @ \$120/night	360.00
Meals in Geneva, 3 days @ \$161/day *	483.00
Ground transportation in Geneva – bus, train; 3 days @ \$20/day	60.00
Admission fees to art museum, music festival, cultural activities	97.00
<b>Total Request</b>	<b>\$2,400.00</b>

(\*Based on current international per diem rates via the U.S.GSA.)

### SUBMISSION PROCESS

Applications must be submitted via email to [grants@uindy.edu](mailto:grants@uindy.edu) as a **single pdf file**.

Applications are due on or before the **fourth Monday in January by 11:59pm.**

Applicants will receive confirmation of receipt of materials. If confirmation is not received within 48 hours of submitting materials as direct above, contact Jeanie Neal ([nealj@uindy.edu](mailto:nealj@uindy.edu)) in the Office of Grants & Sponsored Programs.

Incomplete or late applications will not be accepted.

#### **APPLICATION CHECKLIST**

- ✓ Internal Grants Cover (Form required)
- ✓ Project Abstract (Maximum 100 words)
- ✓ Project Narrative (Maximum 3 pages)
- ✓ Project Budget (Form required)

**REVIEW PROCESS AND SELECTION CRITERIA:** Department Chairs, School Deans, Executive Vice President & Provost, Vice President for Academic Affairs, and the Sabbaticals and Grants Committee review all proposals. Zerfas Travel Grants are awarded by the Office of the Executive Vice President & Provost upon recommendation of the Sabbaticals and Grants Committee. The committee evaluates applications and provides funding recommendations using the following criteria:

- Application submitted was accurate, thorough, and demonstrated adherence to published program guidelines. Applications which do not adhere to published program guidelines are subject to denial.
- Applicant described in detail the cross-cultural and intellectual enrichment of the travel.
- In the event of proposals of equal merit, applicants with less recent Zerfas travel funding will be given priority.

**AWARD NOTIFICATION:** Applicants will be notified of funding decisions approximately six (6) to eight (8) weeks following the application deadline.

**DISBURSEMENT.** Grantees will receive their grant award funds via payroll distribution. Funds will be received approximately two (2) months following grant award notification.

***Reminder:** The Internal Revenue Service considers Zerfas Travel Grant awards as **taxable income**. Applicants should acknowledge and consider this information before submitting a request for funding from this particular grant program. Applicants with questions on how the receipt of a Zerfas Travel Grant award may affect their personal finances are encouraged to consult with a tax professional.*

**REPORTING REQUIREMENTS:** Grantees must provide a final narrative report to the Executive Vice President and Provost at the conclusion of their travel. Grantees will receive instructions for the report at a later date.

**QUESTIONS?** Contact the **Chair of Sabbatical and Grants Committee**

**University of Indianapolis**  
**Internal Grants Cover Sheet**

**Instructions**

1. Review the RFP (Request for Proposals) for the specific internal grant program you are applying to. Different grant programs have different requirements.
2. Complete this form, including signatures. Only scanned original signatures or electronically-generated signatures are acceptable. **No printed or typewritten signatures please.**
3. Submit this completed form with the completed proposal as a **single pdf file** via email to [grants@uindy.edu](mailto:grants@uindy.edu) .

Primary Applicant Information																								
Name:	Date First Employed as F/T Faculty:		Amount Requested: \$																					
Academic Rank:	Area or Unit:	Department:																						
Secondary Applicant Information (if applicable)																								
Name:	Date First Employed as F/T Faculty:																							
Academic Rank:	Area or Unit:	Department:																						
Current Internal Request																								
Internal Grant Program: <i>choose only ONE</i>	Co-Leader Travel	Faculty Scholarship	InQuery Collaborative																					
	Sabbatical Leave	Vision Program	Zerfas Travel																					
Proposed Project Title:																								
Does the proposed project budget include funds for the PURCHASE OF HARDWARE, SOFTWARE, OR OTHER TECHNOLOGY? <input type="checkbox"/> YES <input type="checkbox"/> No If YES, additional review may be required by UIndy Information Technology.																								
Does the proposed project include an activity or activities which could be defined as HUMAN SUBJECTS RESEARCH? <input type="checkbox"/> YES <input type="checkbox"/> No If NO, additional review do you have approval may be required by UIndy IRB?																								
Other Internal Support																								
Please list <b>ALL</b> internal grant awards - past or present - received from UIndy as PI or Co-PI, as well as grant proposals submitted as PI or Co-PI. Proposals currently pending review must also be listed - including this application. Internal grant programs are listed below, with an * indicating grant programs no longer active. <b>"Status" refers to current, pending, or closed.</b> Attach additional pages as needed. If none, indicate "N/A".																								
<table border="0"> <tr> <td colspan="5"><u>Internal Grant Programs</u></td> </tr> <tr> <td>Co-Leader Travel</td> <td>Graduate Research**</td> <td>InQuery Collaborative</td> <td>Summer Research**</td> <td>UIndy Teaching**</td> </tr> <tr> <td>Creative Endeavors**</td> <td>Implementer**</td> <td>Interdisciplinary</td> <td>Team Teaching**</td> <td>Vision Grants</td> </tr> <tr> <td>Faculty Scholarship</td> <td>Innovator**</td> <td>Sabbatical Leave</td> <td>Triennial Release**</td> <td>Zerfas Travel</td> </tr> </table>					<u>Internal Grant Programs</u>					Co-Leader Travel	Graduate Research**	InQuery Collaborative	Summer Research**	UIndy Teaching**	Creative Endeavors**	Implementer**	Interdisciplinary	Team Teaching**	Vision Grants	Faculty Scholarship	Innovator**	Sabbatical Leave	Triennial Release**	Zerfas Travel
<u>Internal Grant Programs</u>																								
Co-Leader Travel	Graduate Research**	InQuery Collaborative	Summer Research**	UIndy Teaching**																				
Creative Endeavors**	Implementer**	Interdisciplinary	Team Teaching**	Vision Grants																				
Faculty Scholarship	Innovator**	Sabbatical Leave	Triennial Release**	Zerfas Travel																				
Year	Internal Grant Program	Project Title	Status	Amount																				
SIGNATURES																								
<ul style="list-style-type: none"> <li>➤ Only scanned original signatures or electronically-generated signatures are acceptable.</li> <li>➤ Department Chair, Dean, Director signatures indicate their support of the attached proposed project associated with this request as written.</li> </ul>																								
Primary Applicant			Secondary Applicant (if applicable)																					
Applicant Signature, Date: <i>Hanna Avenue</i>			Applicant Signature, Date:																					
Dept Chair Signature, Date: 			Dept Chair Signature, Date:																					
Dean/Director Signature, Date: 			Dean/Director Signature, Date:																					