

University of Birmingham

North America Travel Fund

Travel awards to facilitate collaboration with North American institutions

Background

North America (the USA and Canada) has been identified as a key market for strategic development for the University. It is anticipated that a number of mutually beneficial, sustainable collaborations will be developed with appropriate institutions. To facilitate collaboration, the Vice Chancellor, with the support of UEB has designated a travel fund of GBP 40,000 pa. For activities relating to the University of Illinois at Urbana Champaign, the BRIDGE partnership also offers opportunities and funding which colleagues may be interested in, with further details available [here](#). The North America Travel Fund will be administered by International Relations and colleagues are invited to bid to the fund following the procedures outlined below.

Criteria & Guidelines for Applications

The fund is available to provide match funding travel costs related to visits to North America for the purpose of developing collaborations with North American institutions/organisations. The fund may also support visits by individuals from North American institutions to the University where these may help develop collaboration. The fund is not available to support academic conference attendance by Birmingham academics travelling to North America (or vice versa) unless this can be demonstrated to be a defined and important part of the development of further collaboration. Colleagues applying to the travel fund will be expected to find an equivalent amount of funding for each visit. Bids, which will be considered on the recommendation of the Head of College, must meet the criteria detailed below.

There are no restrictions on the forms of activity undertaken with travel funding, so long as it involves travel between Birmingham and North America (or vice versa) and meets the criteria below.

Criteria

1. Eligible candidates must be permanent (full- or part-time) academic members of staff at the University of Birmingham. In cases of oversubscription to the travel fund, preference may be given to collaborative bids from more than one unit or department. For support for visiting staff from North American institutions the bid must be made by the member of University of Birmingham staff leading the proposed collaboration.
2. To be eligible for support, proposals should aim to address one of the criteria listed below:
 - a. Building long-term collaborations with North American academic, scientific and other private and public sector organisations
 - b. Participating actively in the principal international academic, scientific and policy communities within North America.

Please note, a broad definition of collaboration and participation will be taken, but trips primarily for the purpose of research will not be considered.

Guidelines

1. Funding is generally available to cover travel costs (transportation and accommodation, and incidental costs such as visas). Staff costs, hospitality and other incidental costs will not be considered.
2. Applications should include the following key information:
 - a. Purpose and timescale of visit/programme activity.
 - b. How does the proposal relate to the University's strategic interests in North America?
 - c. What are the anticipated benefits to the University? Please indicate clearly what outcomes the visit hopes to achieve (please note, exploration of potential collaborations is allowable in terms of an outcome).
 - d. Total projected cost of the activity, budget code to which funds should be transferred.
3. Applications should have the support of the Head of College. Email confirmation of this support will suffice, and should be forwarded with the application
4. Applications should be made by email to the Director, International Relations. and completed applications should be sent to the North America Travel Fund co-ordinator in International Relations, Richard Brunt, at r.brunt@bham.ac.uk
5. Successful applicants will be asked to write a short report within 2 weeks of the visit or activity for which the award was made. The report should be sent to Richard Brunt at the address above. Reports may be presented at the next meeting of the International Board, which will have overall oversight of the Fund.

Further Information

Should further information be required, please contact the travel fund co-ordinator, Richard Brunt at r.brunt@brunt.ac.uk or extension 47733.