

Department of Classical and Modern Languages

MODERN LANGUAGE FUND (MLF) FACULTY APPLICATION, ROUND 35

FOR PROJECTS TO BE UNDERTAKEN IN SUMMER 2019, FALL 2019, AND SPRING 2020

The Modern Languages Fund (MLF) was established by Betty and David A. Jones to enhance foreign language learning at the University of Louisville. Classical and Modern Languages faculty are invited to apply for subsidies of projects that help them maintain competence in their principal foreign language teaching area, or to develop or improve competence in another.

A small portion of the annual MLF budget is reserved for on-campus program enhancements such as foreign film series, language club activities, and language and culture festivals. In the case of campus visitors (speakers, artists, native informants), in view of the costs associated with travel and lodging and the limited funds for program enhancements, such projects will have to draw on multiple sources. In the case of materials, equipment and services, applications must explain exactly how these will be used and by whom. Applications for program enhancements must be as detailed as any other MLF application and must be made by the regular application deadline in October, since "emergency funds" are no longer available.

INSTRUCTIONS

Submit:

1. The application on the following page
2. A 250-300 word project description on a separate sheet. At the top of your proposal, provide your name, project title, place(s) and dates. Start with a 2-3 line summary of the project, then describe the project in detail. Explain the benefits of your proposed project.

NOTE: Additional permissions are required for travel to [Travel Warning Countries](#), [CDC Level 2 & 3 countries](#), and countries on the [Sanctions list](#). Contact fasit@louisville.edu if your proposal is for travel to a country on any of these lists.

Should your project receive funding from the MLF, you will be required to complete the steps below.

At least 20 workdays prior to departure for travel abroad:

File the Provost's International Travel paperwork <http://louisville.edu/provost/travel/>. Once your information is complete, turn your paperwork in to the department UBM, who will forward it to the correct office. After the Dean has signed the approval request, fill out and submit the online estimation form (UBM will send you the link) to request Provost approval. Please note that purchasing CISI international travel insurance is now mandatory, and the cost will be deducted from your award money, unless you pay for it out of pocket.

After completion of project (within 60 days):

1. File a report with the Department of Classical and Modern Languages describing what was accomplished and the benefits that were derived. **Awardees in previous rounds who have failed to submit a report for funding received are disqualified from this round.**
2. Work with UBM to submit your receipts to the Business Operations office. All awards are granted as reimbursement; the faculty member **must** keep all original receipts.

**Please submit 7 copies of the completed application in Bingham 326 by
Friday October 19, 2018 at 3:30 pm.**

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Name: _____ Target language: _____

Project title: _____

Location of project: _____ Dates of project: From _____ to _____

Check here if this is a program enhancement request.

BUDGET

Travel (Please provide an actual quote from a vendor, even though the price may change by the time you travel.)	\$		A
Lodging	\$		B
Meals	\$		D
Other costs	\$		E
Funds expected from other sources		\$	F
TOTAL AMOUNT REQUESTED FROM THE MLF		\$	G

Have you been awarded MLF funds in previous rounds?	If so, did you submit your follow-up report?	
Round 32 (2016 - 2017)	\$	<input type="checkbox"/> yes <input type="checkbox"/> no
Round 33 (2017 - 2018)	\$	<input type="checkbox"/> yes <input type="checkbox"/> no
Round 34 (2018 - 2019)	\$	<input type="checkbox"/> yes <input type="checkbox"/> no

SIGNATURE OF APPLICANT: _____ DATE: _____

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