



Council of American Overseas Research Centers  
Fostering International Scholarship

## OVERSEAS FACULTY DEVELOPMENT SEMINARS Frequently Asked Questions

*This document answers questions frequently asked by potential applicants. For more detailed information, register for an informational webinar at the link on the Overseas Faculty Development Seminar page on [www.caorc.org](http://www.caorc.org). For additional questions not listed here, contact CAORC staff at [fellowships@caorc.org](mailto:fellowships@caorc.org). This document will be updated regularly.*

*What does the award cover?*

The OFDS award covers international transportation to the seminar destination, transportation in-country, accommodations, site visits (such as museum admission), and travel insurance. Meal coverage varies for each seminar – for some seminars all meals are covered, for others only some meals are covered.

*What does the award not cover?*

Domestic transportation to the participant's home airport, extra luggage charges, costs for required or recommended vaccinations, passports, and personal costs such as laundry and medications. Medical costs due to illness or injury are to be paid up-front by the participant who can recoup costs via the provided travel insurance.

*Where does the funding come from?*

The U.S. Department of State's Bureau of Educational and Cultural Affairs.

*Do I need to be an American citizen to participate?*

Yes.

*Do I need to have a passport already?*

Participants must have a US passport that is valid for at least six months after the end of the seminar. It is highly recommended that participants not wait until award announcements to apply for or renew a passport.

*Does my institution need to approve or contribute to my participation?*

Awards are made to individual scholars. Institutional support is not required. However, participants often apply for professional development funds from their institutions to cover costs not paid by their award, such as domestic transportation to local airport, meal costs, etc. Participants are encouraged to promote their award within their institution, as selection for this competitive program is an honor for both the individual scholar and their institution.

*Do I need to be of a certain academic rank or stage in my career to be competitive?*

No. Awards are made to scholars of all academic ranks, including adjunct faculty. The requirement is that applicants are currently an instructor-of-record at an accredited community college or MSI.

*What if I change jobs or institutions between the time I apply and the time I receive the award?*

It is the responsibility of scholars in this situation to notify CAORC as soon as possible. The continuation of the award will be determined on a case-by-case basis.

*What is an MSI, and how do I know if my school is considered an MSI?*

For the purposes of this award, [minority-serving institutions](#) are defined by the [List of Minority Serving Institutions](#) published by Rutgers University, based on data from the U.S. Department of Education.

*What type of research or post-seminar work will be expected?*

As an outcome of the Overseas Faculty Development Seminar program, participants are required to develop and implement a **project** to increase internationalization on their campus. Details and examples of these projects will be shared with awardees during pre-departure orientation. Projects should be implemented within one year of the conclusion of the program, at which time participants will be asked to submit a project report and share curriculum and/or documentation of the project for inclusion on CAORC's Open Educational Resources site.

*Can I bring along a family member or friend?*

No. Guests are not permitted to join the group or share hotel rooms.

*How do I book my flight?*

CAORC works with a travel agent to book round-trip travel from local airports on behalf of each participant. Some seminars include a domestic pre-departure orientation before travel to the seminar destination. Travel from home to departure airports is the responsibility of individual participants. Additional logistical accommodations may be made for participants traveling from remote locations on a case-by-case basis. Depending on your location, your travel dates may extend beyond the listed program dates to allow for travel.

*Can I arrive early, stay longer, or skip part of the seminar?*

To simplify and expediate the logistics of arrival, participants are expected to arrive on a flight scheduled by CAORC and the host ORC. Participants are expected to fully participate in all aspects of the program for the entirety of the program. Some participants choose to stay in-country beyond the end of the seminar, which can be arranged on a case-by-case basis.

*Where will we be staying?*

Single rooms in hotels or other similar accommodations.

*How do we travel in-country?*

Travel in-country is generally done using public transportation, private bus, and/or domestic flights.

*Will I be able to teach my classes while participating?*

Due to the fully immersive nature of the program, the difference in time zones, and the potential unreliability of internet connections while traveling overseas, participants should not expect to simultaneously teach courses and participate in an Overseas Faculty Development Seminar. Participants should work with their institutions to find coverage and/or adjust their course calendar to meet their teaching obligations.

*Can I apply for more than one seminar?*

Applicants may not apply for more than one seminar at the same time. Currently, the OFDS program has two annual deadlines for Winter and Summer programs, and applicants are welcome to apply for one seminar in each cycle. For example, if an applicant applies for a Winter program and is not selected, they are welcome to apply for a Summer seminar immediately after.

*How can I learn more?*

To learn more, join one of the upcoming informational webinars listed on the Overseas Faculty Development Seminar page, or contact CAORC staff at [fellowships@caorc.org](mailto:fellowships@caorc.org)