

UF/IFAS Extension International Activity Procedures

International Activity Request Timeline and Procedures:

1. Discuss travel with your direct supervisor and begin approval process as soon as you decide to participate in international travel.
2. Review the UF International Travel Acknowledgment of UF Directives/Policies
3. Register with UF International Center
4. Gather all of your information and submit the International Activity Proposal
 - Be transparent with all arrangements, including any personal travel that may be included.
5. Once your international activity is approved, you are encouraged to take the next appropriate steps such as:
 - In UFGO register your assets.
 - TR will be routed through RISC for approval.
 - Include Approved Proposal as attachment as part of the TR.

Information needed to complete International Activity Proposal:

1. Description/Title of International Travel
2. Important dates/deadlines of trip
3. Purpose of International Activity
 - a. Cross-Cultural Learning: International travel allows UF IFAS Extension Faculty to engage in cross-cultural learning experiences, which can enhance their understanding of diverse perspectives, practices, and challenges related to extension areas described above. This cultural competence can then be integrated into Extension programming, enabling better communication, collaboration, and effectiveness when working with diverse populations in Florida.
 - b. Collaboration and Partnerships: International travel may offer UF IFAS Extension Faculty the opportunity to establish collaborations and partnerships with international counterparts, including extension educators, researchers and volunteers. These partnerships can lead to joint extension and applied research programs, knowledge sharing, fostering innovation, and expanding the reach and impact of Extension programs in Florida.

**This type of travel may require an MOU/formal agreement. Please consult your DED and Business Services to discuss this possibility.
 - c. Professional Development: International travel may provide UF IFAS Extension faculty with opportunities for professional development, including attending conferences, workshops, and training programs in other countries. These experiences can enhance their skills, knowledge, and expertise, allowing them to bring back new ideas, strategies, and best practices to improve their Extension work in Florida.

UF/IFAS Extension International Activity Procedures

- d. Addressing Global Challenges: International travel may allow UF IFAS Extension faculty to gain insights into global challenges. Examples include global issues related to agriculture, natural resources, and the environment, such as climate change, food security, invasive species, water management, sea-level rise. This knowledge can inform Extension programming in Florida, enabling proactive and effective responses to these challenges, and fostering resilience and sustainability in the state's agricultural and natural resource systems.
 - e. Other: Please explain
4. When submitting international travel requests for approval, Extension faculty must provide clear justification of how opportunities for global learning such as, cross-cultural understanding, collaboration, professional development, and addressing global challenges will benefit and strengthen their Extension program, enhance their scholarship and increase their expertise to better address Florida's people, economy, jobs or the environment.
 5. Provide all funding sources, including chart fields.
 6. Provide a list of International Collaborators (if applicable)
 7. Provide Travel Itinerary (Include personal travel/activities dates)
 8. How does the international activity description fit your role, responsibilities, and employment expectations?
 9. Is the length of time appropriate for the activity described?
 10. What are the specific outcomes for the citizens of Florida as a result of your participation in this activity?
 11. Will these activities result in educational programs/outcomes to be shared with faculty, clients or stakeholders?
 12. If successful, should this opportunity be offered to other faculty, or built into a program in multiple locations? If yes, elaborate.