COLLEGE TRAVEL SUPPORT REQUEST
Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences
2013-2014

Criteria/Guidelines

Purpose: The primary purpose of College Travel Support funding ($2,000 for FY 14) is to encourage faculty to present scholarly papers/creative works and to serve in leadership roles in professional organizations related to their specialization or field of study. Other types of travel for scholarly endeavors may be considered if funding is available after other requests are met.

Eligibility: All full-time faculty may apply, but priority will be given to tenured/tenure track faculty whose responsibilities include research and professional service.

Priorities: All eligible faculty are encouraged to apply for funding; however, priority will be given to:
- Full-time, tenured/tenure track faculty
- Peer reviewed (“refereed”) presentations of scholarly papers or creative works; priority given to national and state organization meetings
- Primary authors/creators
- Faculty who have not received College Travel Support for FY 14
- Faculty who have travel support from their department and college, unless the chair or dean can demonstrate that s/he has no available travel funds from any source (attach a signed/dated statement from chair)
- Faculty serving in elected leadership roles, although those in appointed or volunteer positions will also be considered; priority given to international, national and state organization meetings

Award Amount: Awards will be made up to $500 each.

Award Number: Approximately 4 requests will be funded (2 for fall semester; 2 for spring semester).

Deadlines: Several opportunities for filing requests will be provided. Following the “call for papers,” faculty may apply for funding as soon as the submission is sent to the organization for consideration. Reimbursement is contingent upon acceptance and presentation of the paper or creative work.

Deadlines:
- Fall: Friday, October 4, 2013
- Spring: Thursday, January 30, 2014

Notification: Applicants will be notified of funding decisions approximately two weeks after the deadline.

Review Process: The Dean will review all applications and make final funding decisions.

Funding: To be considered for funding, an individual must submit the completed College Travel Support Request.

Reimbursement: After the paper or creative work has been presented or after the faculty member has performed in a leadership role at a meeting, s/he should file a travel voucher, a copy of their College Support Travel Request approval notification, and proof that the creative work or presentation of a paper was conducted (i.e., copy of the program).
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Name ___________________________________________________________ Date __________________

Title/Rank ______________________________________________________ Tenured? ______ Yes ______ No

If not tenured, check status. ______ Tenure Track ______ Non-tenure Track

Department ______________________________________________________________________________________

Name of conference/event and organization _____________________________________________________________
________________________________________________________________________________________________

Dates of travel _______________________________________________ Location _______________________

Have you received funding* for a College Travel Support Request this academic year? ______ Yes ______ No

Faculty members who have previously received College Travel Support funding should attach a statement indicating the amount, the purpose (to present a paper, perform a leadership role, etc.), and the name/date of the conference and where it was held. If a paper/creative work was presented, the statement should also indicate whether or not it was refereed, whether or not it was published in conference proceedings, whether or not the paper resulted in a published journal article, and whether or not faculty member was lead author. If a leadership role was performed, the statement should indicate the role and whether it was elected, appointed, or volunteer.

Funds are requested to support travel for the following purpose:

_______ To present a scholarly paper or a creative work (attaché letter of acceptance or “call for papers” announcement; reimbursement contingent upon subsequent acceptance and presentation).

_______ To serve in a leadership role (indicate whether elected officer, appointed or volunteer committee chair or member, etc.; attach documentation).

_______ Other * (Describe ____________________________________________)

(*College Travel Support funds are intended primarily to support presentations of scholarly papers/creative works and/or leadership in professional organizations; consideration of travel for other scholarly endeavors may be considered but only if funding is available after other requests are met).

If funds are requested for the presentation of a scholarly paper or creative work, please check the response that most accurately describes the presentation:

_______ Selected through a “blind” peer review process (“blind” review: refereed, with names of presenters removed
_______ Selected through a peer review process but not a “blind” review (refereed; reviewed by panel of peers with
names of authors available
_______ Presenter(s) was/were invited to present, but the scholarly paper/creative work was not “blind” or peer
reviewed.
_______ Papers submitted were accepted without a review process.
Will the paper appear in published conference proceedings?  

______ Yes  ________ No

Title of paper or creative work ____________________________________________

Indicate if sole author/creator:  

______ Yes  ________ No

If multiple authors, indicate if primary/lead author/creator  

______ Yes  ________ No

Describe plans for publishing the paper in a journal following the conference. ____________________________________________________________

____________________________________________________________________________________

If funds are requested for performing a leadership function in a professional organization, please describe the role you will play (officer, committee chair or member, facilitator, etc.) and the benefit to the university. (Indicate whether the position is elected, appointed, or volunteer.)

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Costs associated with attending the conference/event  

Airfare  

Mileage  

Meals  

Hotel  

Cab/Shuttle  

Registration  

Other*  

Funding from all other sources  

Department*  

Grant  

Other**  

** (indicate source: examples: travel grant from professional organization, funding from another office on campus, etc. ____________)

*Describe __________________________________________________________

TOTAL  

TOTAL  

Signature: ___________________________  Date  _______________________

Faculty Member

Approvals: ___________________________  Date  _______________________

Department Chair

(*NOTE: If “0” funding is indicated from the department, then a signed/dated statement MUST be attached from the Department Chair (exclusive of the above signature) state that no funds are available from any of his/her accounts/sources to assist in the support of this travel request. Without such documentation, the application will be returned without review. College Travel Support Funds are supplemental only and should not supplant other sources of funding.)