

**PRESIDENTIAL TRAVEL SUPPORT REQUEST
FOR 2004-2005
Criteria/Guidelines**

(9/04)

- Purpose:** The primary purpose of the Presidential Travel Support funding (\$30,000 for FY04) 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 Presidential Travel Support for FY 04
 - 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 dean/chair.*)
 - faculty serving in elected leadership roles, although those in appointed or volunteer positions will also be considered; priority given to national and state organization meetings.
- Amount of Awards:** Awards will average \$400-\$500. (*Some may be more, some less, depending on circumstances.*)
- Number of Awards:** Approximately 60 requests will be funded.
- 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, November 12
Spring - Friday, January 21
Monday, March 21
Summer - Friday, June 3
- Notification:** Applicants will be notified of funding decisions approximately two to three weeks after the deadline.
- Review Process:** A committee comprised of one faculty member from each academic college (two from Arts & Sciences) will review the applications and make recommendations to the Provost. The Provost will review all recommendations from the committee and make final funding decisions.
- 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 and a copy of their Presidential Support Travel Request approval notification.
- Retroactive Funding:** Unreimbursed expenses for travel to present papers that have already been presented this fall *may* be considered for Presidential Travel Support provided appropriate documentation is provided. In addition to completing the application and providing the documentation requested, faculty must attach a copy of the approved travel request, a copy of the approved travel voucher, the total amount reimbursed, a list of unreimbursed travel expenses, and receipts for these expenses.

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Name _____ Date _____

Title/Rank _____ Tenured? ___ Yes ___ No

If not tenured, check status: _____ Tenure Track _____ Non-tenure Track

College _____ Department _____

Name of conference/event and organization: _____

Dates of travel and location: _____

Have you received prior support* for a Presidential Travel Support Request? ___ Yes ___ No

**Faculty members who have previously received Presidential 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 (*attach 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: _____)
(*Presidential 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 from paper/work before being reviewed by panel of peers*)

_____ Selected through a peer review process but not a "blind" review (*refereed; reviewed by panel of peers with names of authors available*).

_____ The 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* _____

*Describe:

TOTAL _____

Funding from all other sources:

Department* _____
Dean's Office* _____
Grant _____
Other** _____

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

TOTAL _____

Signature: _____

Faculty Member

Date

Approvals: _____

Department Chair

Date

Dean

Date

(*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) stating that no funds are available from any of his/her accounts/sources to assist in the support of this travel request. In addition, if "0" funding is indicated from the Dean's Office, then a signed/dated statement MUST be attached from the Dean (exclusive of the above signature) stating 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. The Presidential Travel Support funds are supplemental only and should not supplant other sources of funding.)

COMMITTEE RECOMMENDATION:

_____ **Recommend funding in the amount of \$** _____

Indicate any conditions: _____

_____ **Do not recommend funding**

Reason: _____

Committee Chair: _____ **Date** _____

PROVOST'S ACTION:

_____ **Funding approved in the amount of:** _____

_____ **Funding not approved.**

Signature of Provost _____ **Date** _____