

Call for Professional Travel Award Submissions

Each tenured and tenure-track faculty member, 3-year visitor, and academic affairs staff member with faculty rank is eligible to apply for professional travel awards, except for those who hold Brown Chairs/Endowed Chairs.

- Special Conference Participation (including presenting/presiding/responding to a paper, poster presentation, administrative responsibilities, roundtables, and workshops) for up to 2 conferences per year. The maximum award is \$1,200 for each conference, which may occur in the same or alternate semesters.

OR

- One Special Conference Participation, up to \$1,200, and fees for 1 Professional Membership per year

OR

- One International Special Conference Participation per year, up to \$2,400

OR

- Invited travel-based projects in the Fine Arts (exhibitions, master classes, performances, etc.) up to 2 times per year. Awards will be for up to \$1,200 for each project, which may be in the same or alternate semesters

Faculty may replace one of the options above with a request for funding for conference attendance that does not include participation, at a maximum of \$500, once per year. Funding for conference attendance will be given lower priority than funding for participation.

Faculty who wish to travel with students who are presenting research have two options: (1) apply for separate Faculty/Student project research funds, or (2) participate and appear on the conference program themselves as well.

A call for applications will go out to faculty once per year for all activities during the following fiscal year.

Faculty are no longer required to provide an itemized budget with their proposal. However, in lieu of an itemized budget, travel will typically be limited to 5 days/4 nights, unless special permission is authorized for longer. The typical expectation is that hotel costs will be capped at \$250/night and food at \$25/day. The University will not pay for alcohol.

All requests must be submitted via the online Request for Professional Travel Award Google form and include:

- Professional Travel Award (PTA) received in the past 12 months and a clear explanation of the outcome of this previous funding
- Title and description of conference/performance/exhibition or website address
- Title and brief abstract/description of faculty member's participation (limited to 1000 characters)

- The abstract/description must be clear and easily understood by someone outside of your discipline; if you are not presenting, please describe your special participation more fully
- If you do not yet have a title or abstract/description, please offer a tentative title and a two- or three-sentence description of what you expect to present and how that presentation fits within your broader research program
- Travel dates, location, and requested funding amount

If, after funding is awarded, a faculty member's plans change, they should contact the Dean of the Faculty immediately to approve any changes.

The deadline for proposals is **Friday, 13 March 2020 at 5pm**. Funds will be made available on July 1, 2020. If your conference is in July or August 2020, you may request permission from the Dean to purchase your airline ticket prior to July 1. Typically, other purchases/expense should wait for the July 1 funding date.