

**College of Arts and Sciences
Conference Travel Fund Program, 2011-2012
Guidelines and Criteria**

Funds for travel by CAS faculty are awarded on a competitive basis to support professional conference travel only.

IMPORTANT INFORMATION

- **Maximum Awards:** \$1000 – Domestic Travel, \$1,200 – International Travel
- **Eligibility:** Full-time faculty; full-time lecturers and visiting faculty; full-time professional staff.
- **Application Deadline (Fall 11 and Spring 12):** **Monday, November 21, 2011**
- **Application Deadline (Spring 2012 and Summer 2012):** February 27 2012
- **Only one trip to be funded per individual; Not all applicants will receive an award.**
- **Period Covered:** Conference travel completed between the dates of 9/1/11 & 8/31/12
- **Return the original and THREE (3) copies of the application, including attachments, to CAS Travel Funds Program, AS-217.**
- **Chair/Supervisor signature endorsing the application must be included.**
- **Incomplete and applications will NOT be considered.**
- **Travel awards are issued only for travel approved on the original application. No substitutions! Unused travel award funds revert back to the College.**
- **All State and University travel procedures/policies must be followed including completing the Advance Approval for Travel form on the CAS website.**

AWARD CRITERIA

Applications will be considered according to the following criteria:

1. Significance of conference relative to other such events in the field (Committee ranking 1-4): **Significance may be in terms of visibility (e.g. national conference) or in terms of the opportunity for professional development.**

2. Academic Rank (Committee Ranking 1-4):

Priority Category: untenured, tenure-track junior faculty, professional staff without permanent appointment

Second Category: tenured associate professors, professional staff with permanent appointment

Third Category: tenured full professors

Fourth Category: full-time lecturers and full-time visiting faculty

3. Category of participation of applicant (Committee Ranking 0-3): Ranking will be based on applicant's description of the nature of the participation in the conference and how the form of participation relates to the norms of conference participation in the applicant's discipline. Additionally, the applicant must describe the process through which the applicant may have been invited to participate or through which the paper or panel participation was selected for inclusion in the conference. **DO NOT ASSUME THE COMMITTEE IS FAMILIAR WITH THE NORMS OF PARTICIPATION IN YOUR DISCIPLINE.**

AVAILABILITY OF OTHER FUNDING

Applications with other sources of funding will still be considered. This information will assist the Faculty Development Committee in determining the amount of a specific award, which is important given the total available funds for distribution.

College of Arts and Sciences
Application for College Conference Travel Funds, 2011-2012
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IMPORTANT INFORMATION

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- Application Deadline (Summer 2012): **Monday, February 27, 2012.**
- **Period Covered:** Conference travel completed between the dates of 9/1/11 & 8/31/12
- **Only one conference to be funded per individual; Not all applicants will receive an award.**
- **Submit original and 3 copies of application and supporting materials to CAS Travel Funds Program, AS-217.**
- **ALL sections must be completed. Incomplete applications and/or late will NOT be considered.**
- **Travel awards are issued only for travel approved on the original application. No substitutions!**
- **All State and University travel procedures/policies must be followed including completing the**

APPLICANT INFORMATION

Name: _____ Department: _____
 Campus Address: _____ Campus Phone: _____
 Chair Name: _____ **Chair Signature:** _____

CONFERENCE INFORMATION

Conference Name: _____ Location: _____ Date(s): _____
 Sponsoring Organization Name: _____ Amount Requested: _____
 Type of Professional Organization (check one): National Regional Other: _____

REASON FOR REQUEST

1. **Significance of conference or equivalent function relative to other such events in the field:**
 Attach Statement of 125 words maximum. Please see page 1 criteria.
3. **Academic rank and title:** _____ **Check one:** ___ Tenured ___ Untenured
3. **Category of Participation:**
- | | | | |
|--|-----------------------------|-----------------------|--------------------|
| | Check all that apply | Circle One | Circle One |
| | Keynote/Plenary Speaker | | |
| | Speaker | Contributed / Invited | |
| | Paper/Discussant | Contributed / Invited | Refereed: Yes / No |
| | Creative Artist | Contributed / Invited | |
| | Panel Member | Contributed / Invited | |
| | Session Chair/Organizer | Contributed / Invited | |
| | Other | Contributed / Invited | |
- **See criteria on page one!!
 Applicant must include a description of the nature of participation in their Statement.**
- Title of session and/or paper: _____

AVAILABILITY OF OTHER FUNDING

Do you have other sources of travel money available to you? Yes No
 If yes, please specify: _____

If you will be a keynote speaker, is there an honorarium? Yes No
 If yes, how much? _____

ATTACHMENTS REQUIRED

- ✓ Documents confirming date and location of conference and your category of participation
- ✓ Brief (125 words maximum) explanation of significance of attendance for your professional development and nature of your participation
- ✓ Itemized budget, along with a brief explanation. **Reminder** – Air travel must be booked through University –approved travel agencies. All University [TRAVEL REIMBURSEMENT](#) guidelines must be followed.
- ✓ Submit **original and 3 copies** of application and supporting materials.
- ✓ Attach original copy of the Advance Approval for Travel form

COMMITTEE USE _____ Approved _____ Denied Amount: \$ _____