

SUU FACULTY TRAVEL FUND

The SUU Faculty Travel Fund supports the costs of travel to conferences and professional venues to make formal presentations, exhibitions, or performances, involving their research, scholarship, or creative activities.

FUNDING PRIORITIES:

1. Activities that promote long-lasting scholarly, artistic, and professional growth, based on the University or individual colleges mission.
2. Activities that benefit students, colleagues, a discipline, and Southern Utah University.
3. Proposals that facilitate active participation in international, national, and regional conferences through papers, performance, exhibitions or other scholarly/creative presentation.

NOTE: Domestic travel is limited to 3 nights and 4 days with additional days are determined based on review by the dean and the review body within the college. Destinations requiring a passport are eligible for a 5 nights and 6 days stay. Anything beyond 3 nights in the US or 5 nights outside the US must be justified in the written application and may, or may not be funded.

PROPOSAL REQUIREMENTS:

1. Applicant information and signature
2. Department Chair comments and signatures.
3. Budget breakdown on the form provided and justification included within the narrative
4. Complete Travel Narrative on pages provided.
5. Attached letters/emails of acceptance or invitation. If presenting a paper at a conference, provide the peer-review acceptance rate. Applicant will request the acceptance rate from conference chair by email or phone call. If it is not available, include email or explanation from the chair. An estimated rate or rate from previous years is acceptable.
6. Attach a current CV for review by the Department Chair and Dean.

GRANT GUIDELINES:

Travel funds are available to faculty who are formal participants at professional meetings, conferences, exhibitions, or performances.

Participation is defined as presenting a paper or poster, organizing a session, serving as a discussant, or giving an invited performance or exhibition. Requests for other forms of participation must be accompanied by a one-page justification describing the activity and why it should be considered for travel funding. These requests will be evaluated based on the degree to which they disseminate scholarly/creative work.

1. Travel proposals must include acceptance or invitation notification. Paper presentations require the acceptance rate documentation.
2. There must be strong endorsement from the Department Chair.
3. Funding will be limited to one person per department on co-authored papers or presentations. For papers involving cross-discipline projects or performances requiring additional participants, more than one faculty member may apply.
4. There is a maximum of \$2,500 per person per academic year for travel in the United States or up to \$3,500 per person per academic year for travel outside the United States from the Faculty Travel Fund. Faculty have a combined total of up to \$3,500 from all faculty support funds per academic year.
5. In the case of multiple conference travel or research requests, separate proposals should be submitted for each.
6. The award of funds for travel is viewed as a contract between the faculty member, the Provost, Dean of the relevant unit and the local committee (if applicable) reviewing the proposal. Any deviation from proposed use of funds requires Dean's approval.
7. Grant recipients must remain in the employment of SUU for at least one academic year after the grant is funded or return the full amount of the grant award.
8. **A one page report must be submitted to the Dean explaining the benefits and outcome of the presentation/performance resulting from the funding request. This report is due 30 days after return from travel or by June 30th of the current fiscal year, whichever comes first. This report should explain how your participation contributed to professional/career development.**
9. **Faculty will also be expected to share their progress or results at a designated Campus Scholarship Day.**
10. Grants are not intended to fund faculty salaries.
11. Grants are not intended to fund program development or marketing ventures.
12. Retroactive travel will not be considered.
13. Deadlines will be enforced to enable prompt and complete review of proposals
14. Proposals must be completed on the form provided. Incomplete proposals will not be considered.
15. Funds awarded are to be used only by the Faculty Member they are awarded to, for the purposes indicated in the proposal.

SUU FACULTY TRAVEL FUND

Name:

E-Mail:

Tenure Status:

Office Phone:

Participation Type:

Office Location:

Paper Presentation

College: Engineering & Computational Sciences

Poster

Department:

Discussant

Session Organizer

Exhibition

Amount requested from this fund _____

Performance

Other (Attach Justification)

Full cost of proposal _____

Signature of applicant _____

Department Chair's Comments & Assessment: Department chairs should indicate their assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The department chair must articulate how the proposed activity supports the mission of the department. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your department. The committee relies on your objectivity to make its assessment.

_____ Rank (A, B, C,) this funding request relative to others submitted from your department,

Signature of department chair: _____

Dean's Comments & Notes:

_____ Rank (A, B, C,) this funding request relative to others submitted from your college/school.

Signature of Dean : _____

Check list for Deans

- Proposal is a benefit to the department or university and is consistent with our mission
- There is a strong endorsement for this project from the Dean
- The proposal is complete, well written and submitted on-time
- A solid case was made regarding the strength of the venue to the applicant's discipline
- The applicant is a formal participant by acceptance or invitation
- Strong history of accomplishments, outcomes, or products resulting from past funding opportunities
- Budget is reasonable and cost effective
- Travel request is consistent with teaching assignment
- Release time is approved if applicable
- A solid case was made regarding disciplinary and career impact

BUDGET BREAKDOWN

| Category | Total Funds | Other Funding | Funds Requested from FTF Grant |
|--|-------------|---------------|--------------------------------|
| Airfare | | | |
| Travel Insurance** | | | |
| Car rental, taxis, shuttles, gas/mileage (see https://www.suu.edu/fleet/rates.html) (Provide an itemized statement or explain in last section of travel narrative.) | - | | |
| Food University per diem rate (see https://www.suu.edu/fleet/rates.html) minus meals provided to conference participants. # of days ____ | | | |
| Lodging # of nights ____ | | | |
| | | 180 | |
| Registration/Conference Fees | | | |
| TOTAL | | | |

NOTE: The budget must be cost effective and itemized in detail, including the cost of all activities.

Insurance to cover the cost of **international travel is now required. This can be done either through the individual airlines, or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event, and protects both the faculty member and the FSSF from risk of loss.

Travel Narrative

| Name of Conference or Professional Venue: | Date of Participation: | Location: |
|---|------------------------|-----------|
| | | |

Last Update: 01/22/2020

| | | |
|--|-----------------------|--|
| Category of Conference or Professional Venue | | Acceptance Rate for Conference Participation (if applicable) |
| __ Regional __ National __ International | | |
| Have you been accepted or invited? | Title of Presentation | |
| <i>(if yes provide evidence)</i> | | |

Proposal Overview

1. Abstract of the Funding Request (Max. 250 words, 20 points maximum)

Provide a brief substantive description of the presentation/performance/exhibition.

2. Disciplinary and Career Impact (Max. 100 words, 20 points)

Describe the merit of the presentation/performance/exhibition in a broader discussion of how this work fits within your discipline and engages arguments and/or areas of interest relevant therein. It should also discuss how this helps your craft and acts as an important element of your career.

3. Venue (Max. 75 words, 30 points)

Provide the name and place of the conference or creative activity (i.e., Local, regional, national, or international; national, regional, or local disciplinary organization; other type of sponsor), and the importance of the venue to the discipline.

Funding History (Max. 200 words, 20 points)

Provide the following information for all funds awarded for your last three projects:

1) Source of funding (NEH, Faculty Development etc.) and amount awarded. **If FSSF funding, please indicate if you have returned your final report, including date returned, and given a campus presentation, including venue and date of presentation.** 2) Describe the purpose for the funding. 3) Describe the products and outcomes that resulted from the funding, or provide a brief progress report.

4. Contributors (Max. 75 words, Information only)

Is the work solo or are there multiple contributors, including students? Describe your contribution and how students, if included, have been trained and mentored.

5. Budget (Max. 75 words, 10 points)

Explain how your budget plan is reasonable and cost effective.