

# CPVA FACULTY TRAVEL FUND

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, giving an invited performance, or showing work at an 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.

## FUNDING PRIORITIES:

1. Activities that promote long-lasting scholarly, artistic, and professional growth, based on the University or college's 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. Additional days must be approved by the department chair 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 signature.
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. Request the acceptance rate from the 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.

## GRANT GUIDELINES:

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. Each faculty member has a combined maximum of \$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 Department Chair, Dean, and the local committee reviewing the proposal. Any deviation from proposed use of funds requires approval of the department chair and the review body within the college.
7. A one page report must be submitted to the Department Chair 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.
8. Grants are not intended to fund faculty salaries.
9. Grants are not intended to fund program development or marketing ventures.
10. Retroactive travel will not be considered.
11. Proposals must be completed on the form provided. Incomplete proposals will not be considered.
12. Funds awarded are to be used only by the Faculty Member they are awarded to, for the purposes indicated in the proposal.

## CPVA FACULTY TRAVEL FUND

Name:

E-Mail:

Tenure Status:

Phone:

Participation Type:

Department:

☐ Paper Presentation

☐ Poster

☐ Discussant

☐ Session Organizer

☐ Exhibition

☐ Performance

☐ Other (Attach Justification)

Amount requested from this fund \_\_\_\_\_

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.

Signature of Department Chair: \_\_\_\_\_

## Travel Narrative

Name of Conference or Professional Venue:	Date of Participation:	Location:
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	
(if yes provide evidence)		

## Proposal Overview

### 1. Abstract of the Funding Request (Max. 250 words)

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

**2. Disciplinary and Career Impact (Max. 100 words)**

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. Discuss how this helps your craft and acts as an important element of your career

**3. Venue (Max. 75 words)**

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.

**4. Funding History (Max. 200 words)**

Provide the following information for all funds awarded for your last three projects: 1) Source of funding (NEA, Faculty Development etc.) and amount awarded. 2) Describe the purpose for the funding. 3) Describe the products and outcomes that resulted from the funding, or provide a brief progress report.

**5. Contributors (Max. 75 words)**

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

**6. Budget (Max. 75 words)**

Explain how your budget plan is reasonable and cost effective.

## BUDGET BREAKDOWN

Category	Total Funds	Other Funding	Funds Requested from FTF Grant
Airfare			
Travel Insurance**			
Car rental, taxis, shuttles, gas/mileage*			
Food* # of days _____			
Lodging # of nights _____			
Registration/Conference Fees			
TOTAL			

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

\*See <https://www.suu.edu/fleet/rates.html> for mileage & per diem rates (Provide an itemized statement on a separate sheet for the items needed)

\*\*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.