The College of Liberal and Applied Arts is providing supplemental travel funds to support faculty who are presenting a scholarly paper at a professional meeting. This money is in addition to the annual allotment of professional development monies awarded to each tenure and tenure-track faculty member. The supplemental support is limited to $500 during the fiscal year for any one faculty member. All tenured and tenure-track faculty members, defined as having a line-item listed in the university’s annual budget, are eligible to compete.

Faculty applying for supplemental funds must complete the attached form and obtain the signature of their departmental chair. The chair’s signature verifies that:

- the faculty member will use these funds to help defray the costs of the professional travel,
- the faculty member is on a conference or meeting program,
- the full-time status of the faculty member meets the competition’s criteria.

Travel allotments can only be used in the fiscal year in which the travel occurs. Priority funding considerations are the following:

- The significance of the conference to the faculty member’s discipline, with preference for national events;
- The faculty member’s tenure status, with preference for non-tenured (probationary) personnel;
- The merit of the proposal;
- An acceptance letter from conference organizers.

Applications will be accepted until September 30, 2015 on the attached application. If available, a second round of funding will take place during Spring Semester.

Applications should be submitted to the Dean’s Office and must be received by the deadline to be eligible. A committee composed of one chair, one member of the College Council, and one member from the Graduate Council will review applications. Funds approved may be less than or more than amounts requested, depending on the availability of money and the applicant’s supporting information.

If awarded, copies of travel statements must be forwarded to the Dean’s Office within two weeks of return to campus.
A. Faculty Information

1. Title of Paper: ________________________________________________________________

2. Conference Attending: __________________________________________________________

3. Location: ____________________________________________________________________

4. Dates of Travel: __________________________________________________________________

5. Total Amount Requested:
   Mileage: __________
   Air Fare: __________
   Hotel: __________
   Meals: __________
   Registration: __________

6. Explain how the proposed research paper is relevant to your professional development and the disciplinary importance of the conference itself:

B. Department Chair: Please sign and send to the Dean’s Office.

Signature affirms the following:
   The requested funds will be used to defray the costs of professional travel.
   The faculty member is presenting a paper at a conference or meeting.
   The faculty member has full-time status.

Chair Signature: _____________________________

Department: _____________________________ Date: ____________

C. Committee Recommendation

Committee Decision to Award Funding (please check): _____ Yes _____ No

Amount Approved: __________

Date: _______________