TRAVEL GRANTS

SHIPPENSBURG UNIVERSITY CFEST
2013 - 2014

Purpose: The Center for Faculty Excellence in Scholarship and Teaching reimburses allowable expenses associated with travel to professional meetings. Submit your proposal as soon as you receive notification of the conference and have met the criteria for applying (see deadlines). The travel subcommittee reviews proposals monthly and awards funds on a competitive basis.

Eligibility: All tenured and tenure-track faculty.

Deadlines for submission: 12:00 noon on 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted). Applications may be submitted after travel has occurred, however applicants are strongly encouraged to submit for the earliest deadline once all required materials have been obtained.

Timeframe for travel: 1 July 2013 to 30 September 2014.

Subcategories:

1. **PRESENTATION**
   Paper / poster presentation at an appropriate professional meeting.

2. **OFFICER**
   Officer of national or international professional organization for which meeting attendance is *required.*

3. **TEACHING ENHANCEMENT**
   Funding for travel to a professional meeting where the attendance supports significant and strongly justified improvement of instructional methodologies (i.e. pedagogy, not content). Proposals for conference travel to build or update disciplinary knowledge will be funded rarely and only when especially strong rationale is provided. The applicant must justify that participation in the conference will improve the quality of teaching *over multiple semesters*. Please discuss your proposal with one of the CFEST Grants Administration Co-Directors, Lea Adams or Paul Taylor (CFESTGrants@ship.edu), prior to submission.

All other requests for travel support to professional meetings should be made to the dean of your college. Travel that is part of a research proposal (e.g. collection of data) should be requested through the CFEST Teaching and Research Excellence (TRE) program. Travel for intensive training (e.g. workshops) should be requested through the CFEST Faculty Training and Continued Education (FTCE) program.

Award limits: Maximum total award is $1400 for the 2013-2014 fiscal year. Faculty may apply for multiple travel grants within the fiscal year (1 July 2013 – 30 June 2014, based on dates of travel) until the total award limit has been exhausted. Travel from 1 July 2014 – 30 September 2014 will count towards 2014-2015 travel award limits.

Faculty co-presenters: A maximum of $2100 will be awarded to co-presenting SU faculty (e.g. $1050 each for two faculty co-presenters, $700 each for three faculty co-presenters). *Faculty co-presenters must apply for travel funding within the same monthly grant cycle.*

Faculty-student co-presenters: CFEST has dedicated a maximum of $10,000 (partially funded by the College Deans) to support 2013-2014 faculty conference travel under the category of faculty-student co-presentation.
To be eligible, the faculty member must demonstrate direct involvement in the research *and* the presentation, not just mentor a student presenter (i.e. faculty member must be listed as a co-author). Note that this category is highly competitive.

Receipts for reimbursement and final report: Due within 30 days from the completion of the trip or award notification, whichever is later.

Travel advance and registration prepayment: To receive an advance, travel must occur at least one month after the next submission deadline. This is necessary to allow time for processing. Advance requests are indicated on the Travel Request Form.

Proposal format: Include the required materials for the appropriate subcategory. A brief explanation written for the layperson as to why this meeting is important for your professional development is required on the application form. This explanation is important because it may be used as the basis for future funding of CFEST programs.

REQUIRED MATERIALS:

1. **Paper/poster selected for presentation:**
   - Travel Application Form
   - Copy of the registration form showing breakdown of registration fees*
   - Travel Request Form showing itemized budget – note that CFEST will not grant "miscellaneous" expenses without detailed explanation
   - Abstract of paper/poster even if not required by the conference (written in English)
   - Copy of acceptance letter/email or listing in official conference program (Do NOT apply before you have this documentation!)
   - Do NOT include expense receipts with your application

2. **Officer of national or international professional organization**
   - Travel Application Form
   - Copy of the registration form showing breakdown of registration fees*
   - Travel Request Form showing itemized budget – note that CFEST will not grant "miscellaneous" expenses without detailed explanation
   - Copy of evidence of office
   - Evidence of required attendance at meeting
   - Description of activities
   - Do NOT include expense receipts with your application

3. **Teaching enhancement**
   - Travel Application Form
   - Copy of the registration form showing breakdown of registration fees*
   - Travel Request Form showing itemized budget – note that CFEST will not grant "miscellaneous" expenses without detailed explanation
   - Project narrative of less than two pages addressing the following:
     - Description of conference
     - Goals and objectives
     - Expected outcomes, including how the project will enhance teaching and learning in your classroom over the course of multiple semesters.
   - Do NOT include expense receipts with your application

**** Note on registration forms:*** *For accounting purposes, you must include a registration form showing all registration options (e.g. member/non-member rates, full / one-day registration, options that include annual membership dues, workshops, banquets, meals, field trips, etc.). This is NOT the same as a receipt showing that you have paid the fee. Please print the complete registration form from the conference solicitation or include a paper copy from conference materials. Note that CFEST will not reimburse association membership dues.*

Submission of Proposal: Obtain approval from your department chair and college dean, then submit one (1) complete paper copy to Sherry Dinsmore, HH109.

Final Reports: Due with submission of receipts for reimbursement, within 30 days of the completion of the trip or award notification.

Reimbursement of Expenses: Submission of receipts due within 30 days of the completion of the trip or award notification.

Original Receipts: Original receipts are required for ALL expenditures including meals. For meals expenses in excess of $20, ITEMIZED receipts are required. No reimbursement will be made for alcoholic beverages.

Questions? As with any granting agency, the more contact you have with the grant officer, the greater the likelihood for success. Contact one of the Co-Director of Grants Administration with any questions (CFESTGrants@ship.edu, Lea Adams (x1115) or Paul Taylor (x1705)).

TRAVEL APPLICATION CHECKLISTS:

Paper/poster presentations

[ ] Travel application form [Included below]
[ ] Travel Request Form showing itemized budget [Included below, with instructions]
[ ] Registration form (with breakdown of fees)
[ ] Abstract
[ ] Acceptance letter/program listing

Officer of national or international professional organization

[ ] Travel application form [Included below]
[ ] Travel Request Form showing itemized budget [Included below, with instructions]
[ ] Registration form (with breakdown of fees)
[ ] Copy of evidence of office
[ ] Evidence of required attendance at meeting
[ ] Description of activities

Teaching enhancement proposals

[ ] Travel application form [Included below]
[ ] Travel Request Form showing itemized budget [Included below, with instructions]
[ ] Registration form (with breakdown of fees)
[ ] Project narrative of less than two pages addressing the following:
- Description of conference
- Goals and objectives
- Expected outcomes, including how the project will enhance teaching and learning in your classroom over the course of multiple semesters.

[ ] Discussed proposal with CFEST Grants Administration Director (Lea Adams or Paul Taylor, CFESTGrants@ship.edu).

NOTE: **Original receipts** for all expenditures, including meals, are **required** for reimbursement. Itemized receipts are required for all food expenses in excess of $20. All receipts must be calculated in US dollars noting exchange rate at the time of expenditure.

TRAVEL TO PROFESSIONAL MEETINGS

SHIPPENSBURG UNIVERSITY CFEST — 2013 – 2014 TRAVEL APPLICATION FORM

NAME: _____ AMOUNT REQUESTED: $_____

DEPARTMENT:_____

NAME OF MEETING/CONFERENCE AND PROFESSIONAL ASSOCIATION:_____

_____

TRAVEL DESTINATION (CITY & STATE): _____

DATES OF TRAVEL (must occur 1 July 2013 – 30 Sept. 2014): _____

JUSTIFICATION (Brief explanation why this meeting is important for your professional development):

_____

_____

_____

INDICATE APPROPRIATE CATEGORY:

PRESENTATION

Indicate: [ ] national/international, [ ] regional, or [ ] state-level professional meeting

Authorship: [ ] I am the sole presenter of this paper/poster.
[ ] I am co-presenting with faculty *not* requesting CFEST travel funding.
[ ] I am co-presenting with SU faculty who are also requesting CFEST travel funding
Provide name(s) of co-presenters: _____
[ ] I am co-presenting with SU graduate student(s).
[ ] I am co-presenting with SU undergraduate student(s).

OFFICER

[ ] Required attendance as officer of national or international professional organization

TEACHING ENHANCEMENT

[ ] Attendance at professional meeting that supports significant and strongly justified improvement of teaching strategies and/or pedagogies. Please discuss your proposal with Lea Adams or Paul Taylor (CFESTGrants@ship.edu), prior to submission.

I have determined that this is an appropriate professional development activity for this faculty member and this request meets the stated guidelines.

_____ DATE: _____
Signature of Department Chair

_____ DATE: _____
Signature of College Dean

Attach all required items to this cover sheet (see Travel RFP).
Deliver one (1) complete paper copy to Sherry Dinsmore, HH109.

PROPOSALS DUE BY 12:00 NOON ON: 1 October 2013, 1 November 2013, 2 December 2013, 3 February 2014, 3 March 2014, 1 April 2014, 28 April 2014 (or until funds are depleted)
Late proposals will be considered with the following month's applications (except 28 April 2014).

TRAVEL REQUEST FORM

FUNDS RESERVATION (FR) No. _____ **SHIPPENSBURG UNIVERSITY**

Name _____

Dept./Office _____ Dept./Office Cost Center _____

Destination (city/state) _____ Date(s) of Trip _____

Purpose _____
(Please do not use abbreviations in this section.)

Person(s) accompanying you _____

Mode of Travel (underline): State car Private auto Rental Car Bus Train Plane

Check if applicable: _____ "I am unable to operate a motor vehicle because of my disability; therefore, I have not completed the section requiring a driver's license number."

Remarks:

Request: Please provide information for blocks checked:

_____ Travel Advance (up to 80% of out-of-pocket expenses received in check form 1 week prior to travel. Provide home address.) _____

_____ Prepayment of Registration (attach copy of brochure & completed registration form; Univ. check payable to: _____

Travel Cost Estimates	Funding Cost Center or Grant No. _____	Sequential Authorizations (as required) and Dates
Transportation: Private car @_____ $ _____ Other _____ Lodging [include tax(es)] _____ Meals _____ Tolls _____ Parking _____ Miscellaneous _____ **TOTAL ESTIMATE** $ _____	Original Allocation $ _____ Previously Approved _____ Balance Available _____ Cost of This Travel _____ Balance Carried Forward _____	1. _____ Applicant Date 2. _____ Chairperson or Supervisor Date 3. _____ Director or Dean Date 4. _____ Vice President or President Date
615100 **MAXIMUM TRAVEL ALLOWANCE** $ _____	**Travel Funding Approval:** Recorder's Initials:	**Encumbrance entered** (initials/date):
616000 **REGISTRATION FEES** $ _____	Balance Remaining $ _____	Original Allocation $ _____

NOTE: Foreign travel requires signature of President or appropriate Vice President in section G.

Submit a single copy at least 10 days in advance of first day of travel. If prepayment of registration is requested, submit a single copy at least 10 days prior to the registration deadline date. Revised 5/16/13

Shippensburg University

TRAVEL REQUEST INSTRUCTIONS

A - This section identifies the applicant and his/her organization. An Operator's License Number is required in order to use a state vehicle. Those with out-of-state operator's licenses are required to give their numbers plus a two-letter abbreviation showing the state of issue.

B - The destination should be a specific city or town. If traveling to a college or university, be sure to show the city or town in which located or which is closest. Avoid abbreviations in the **Purpose** space, since these are not always known to those who must later review the **REQUEST**. If presenting a paper or chairing a meeting, be sure to include that information.

C - The state requires that you travel by the most direct route and by the least expensive mode. Your reimbursement may be reduced if both conditions are not met. Designation of a state car as the mode of travel does not guarantee the availability of a state car. That can only be determined by calling Vehicle Dispatch (ext. 1567). Use the Remarks line to provide miscellaneous comments.

D - The applicant should check the appropriate blocks and provide information that will be needed by the preparer. "Out Service Training" forms are not required for prepayment of registration fees.

E - The applicant should complete the estimates, total them in the appropriate space, and sign the **REQUEST**. The **REQUEST** is then forwarded up through administrative channels where: (1) approval signatures are affixed; (2) the office having an allocation of travel funds (Travel Funding Approval) will complete the center section and fill in the MAXIMUM TRAVEL ALLOWANCE (615100) in Section E and the amount approved for registration fees (616000) in Section F. When the **REQUEST** reaches the office designated to encumber travel, a **Funds Reservation** is put into the financial accounting system to encumber 615100 and 616000, at which time a FR number is generated by the SAP system. The encumbering office will notate the FR number on the **REQUEST** and make copies of the approved **REQUEST** and distribute:

State vehicle - Vehicle Dispatch
Travel Advance - c/o Accounts Payable
Prepayment of Registration Fees - c/o Accounts Payable

A copy of the approved **REQUEST** will be sent to the applicant as well as the Travel Funding Approval office, if that office is different from the encumbering office.

F - For requests that include a travel advance request, travel must occur at least one month after the next proposal review deadline.

G - Foreign travel requires signature of the President or his designee.