

TRAVEL GRANTS PROGRAM DESCRIPTION

SHIPPENSBURG UNIVERSITY CFEST 2014 - 2015

Purpose: The Center for Faculty Excellence in Scholarship and Teaching awards grants to reimburse allowable expenses associated with travel to professional meetings. Submit your proposal at a deadline prior to travel (acceptance of presentation is not required for application, but is required for reimbursement). Proposals are reviewed monthly and funds are awarded on a competitive basis.

Eligibility: All tenured and tenure-track faculty.

Deadlines for submission: 12:00 noon on 10/1/2014, 11/3/2014, 12/1/2014, 2/2/2015, 3/2/2015, 4/1/2015, and 5/1/2015. No applications will be accepted after noon on 5/1/2015. Applications submitted after travel has occurred are generally not accepted. If funds are depleted, applications for 2014-2015 fiscal year travel may be closed prior to 5/1/2015. Contact CFESTGrants@ship.edu for further information.

Timeframe for travel: 1 July 2014 to 31 October 2015.

Subcategories:

1. PRESENTATION

Paper / poster / panel presentation at an appropriate professional meeting.

2. ORGANIZER

Professional meeting organizing duties including organizing/chairing sessions, symposia, or the meeting itself. Also includes officers of national or international professional organization for which meeting attendance is *required*.

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) may be eligible for the CFEST Teaching and Research Excellence (TRE) program. Travel for intensive training (e.g. workshops) is eligible for the CFEST Faculty Training and Continued Education (FTCE) program.

Award limits: Faculty may apply for multiple travel grants. Each travel grant application should indicate the estimated budget. For travel awarded grants, approved budget items will be reimbursed up to **\$1400** total for the fiscal year (1 July 2014 – 30 June 2015, based on dates of travel). Travel from 1 July 2015 – 31 October 2015 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 presentations: CFEST has dedicated a maximum of \$10,000 (partially funded by the College Deans) to support 2014-2015 faculty conference travel under the category of faculty-student presentations.

To be eligible, the faculty member must demonstrate direct involvement in the research. The student may be the sole presenter, but the faculty member must be listed as a co-author. Note that this category is highly competitive.

TRAVEL GRANT TIMELINE AND CHECKLIST

Before travel:

- CFEST Grant for Travel cover page including department chair signature
- Abstract for presentation/panel/session or description of duties (details on page 4)
- Detailed itemized budget (use the budget form on page 4)
- Travel Request Form, including chair, dean, and provost signatures. (details on page 5)
- Copy of conference registration form or information page showing registration fees and options (typically a receipt does NOT suffice) (details on page 6)
- (National officers only) Evidence that you hold the office, and that attendance is required as part of office duties (details on page 7)
- (Faculty-student presentations only) Evidence that the faculty member is a co-author (details on page 8)
- (International travel only) Export license exception forms (details on page 5)

Submit the CFEST travel grant application, including required signatures and attachments, before an application deadline which is prior to travel. Applications may be sent to Sherry Dinsmore HH109 (1 copy only), or scanned and emailed to sldins@ship.edu.

If an advance or registration prepayment is requested, the application must be submitted for a deadline at least 30 days prior to travel.

During travel:

Collect original, itemized receipts for all budget items, including meals. Original, itemized receipts are required for reimbursement.

Retain evidence of presentation/activities – either acceptance/organizational emails from before the meeting, or excerpts from the meeting program.

After travel (within 30 days):

- Final report (through the CFEST Grants website).
- Travel Expense Voucher
- Original receipts
- Evidence of your presentation/activities. Acceptable evidence includes a listing in the meeting program or an acceptance email from conference/session organizers. Note: evidence of acceptance was required as part of the application in the past. It is now submitted with your receipts. (Does not apply to applications for required attendance of national officers.)

**GRANT FOR TRAVEL TO PROFESSIONAL MEETINGS
SHIPPENSBURG UNIVERSITY CFEST — 2014 – 2015 APPLICATION FORM**

NAME: _____ ESTIMATED ELIGIBLE EXPENSES (budget line 1): \$ _____

DEPARTMENT: _____

NAME OF MEETING/CONFERENCE AND PROFESSIONAL ASSOCIATION: _____

TRAVEL DESTINATION (CITY & STATE): _____

DATES OF TRAVEL (must occur 1 July 2014 – 31 Oct. 2015): _____

INDICATE APPROPRIATE CATEGORY:

PRESENTATION:

- I am the sole presenter of a paper/poster.
- My paper/poster co-presenters are *not* requesting CFEST travel funding.
- I am co-presenting a paper/poster with SU faculty who are also requesting CFEST travel funding
Provide name(s) of co-presenters: _____
- I am co-author on a paper/poster with SU student(s). I am mentoring the student(s) making the presentation (see page 8).
- I am co-author on a paper/poster with SU student(s). We are co-presenting (see page 8).
- I am speaking on a panel.

ORGANIZER:

- I am chairing/organizing a session/panel/symposium.
- I am an officer of national or international professional organization and I am required to attend (see page 7).
- I am organizing the conference.

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

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

Signature of Department Chair

DATE: _____

ABSTRACT:

- Enter the abstract for paper/poster presentations.
- For panelist/panel organizers and respondents, enter panel description or abstract (and paper abstract if applicable).
- For session/symposium organizers, enter session/symposium description.
- **If an abstract/description is not required by the conference, please compose one for this application**
- For conference organizers, enter a summary of duties.
- For required attendance of national officers enter summary of duties and attach evidence of required attendance (see page 5)

BUDGET:

Estimated Travel Budget for CFEST Travel Fund Request

Name of Conference: _____

City, State: _____

Dates of Travel: _____

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|--|--|
| a. Conference registration | \$ _____ |
| b. Lodging (\$ _____ + _____ taxes/night) X _____ | \$ _____ |
| c. Food allowance (\$ _____/day) X _____ | \$ _____ |
| d. Round trip mileage from home to airport/station or destination
(_____ miles X \$ _____) | \$ _____ |
| e. Airport/station parking (\$ _____/day X _____) | \$ _____ |
| f. Round trip fare from _____ to _____ | \$ _____ |
| g. Round trip transportation from _____
to lodging | \$ _____ |
| h. Lodging parking (_____ X _____) | \$ _____ |
| i. <i>Other</i> | \$ _____ |
| <hr/> | |
| j. Subtotal (sum lines a. through i.) | \$ _____ |
| k. Funding from other sources | (\$ _____) |
| l. Estimated eligible expenses (subtract line k. from line j.) | \$ _____ (This number must match the number on the top of the Travel Grant Application form) |
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Notes:

Justify any unusual requests or provide explanations for non-obvious charges.

ATTACH COPY OF SHIPPENSBURG UNIVERSITY APPROPRIATE TRAVEL FORMS WITH SIGNATURES

Domestic Travel

TRAVEL REQUEST FORM must be completed prior to any travel by faculty representing Shippensburg University, regardless of whether or not CFEST funds are requested. The form is available on the Institute for Public Service (IPS) website:

http://www.ship.edu/Public_Service/Forms/ (under Travel)

International Travel

TRAVEL REQUEST FORM must be completed prior to any travel by faculty representing Shippensburg University, regardless of whether or not CFEST funds are requested. The form is available on the Institute for Public Service (IPS) website:

http://www.ship.edu/Public_Service/Forms/ (under Travel)

Applications for international travel must also attach the EXPORT LICENSE EXCEPTION CERTIFICATION form, also available on the IPS website:

http://www.ship.edu/Public_Service/Forms/ (under Travel)

This requirement is in accordance with current university policy, as outlined below.

For all applications requesting funds **for travel occurring after October 30, 2014** ...

- Applicants must have completed the standard university Travel Request Form and obtained all necessary signatures PRIOR TO travelling and PRIOR to applying for CFEST grant funding.
- Grant applications that have not received prior approval for travel and that have not provided the Travel Request Form and all requisite signatures will NOT be considered or funded by CFEST.
- All Travel Request Forms must include approval signatures by the Department Chair, Academic Dean, and Provost. For international travel, the form must also include an approval signature from the University President.

This change in procedure is being made to 1) ensure that CFEST grant practices are in alignment with university travel requirements, and 2) limit the personal liability of faculty travelling on official university business.

ATTACH COPY OF CONFERENCE REGISTRATION FORM OR REGISTRATION INFORMATION PAGE SHOWING THE AVAILABLE FEE OPTIONS

- *You must include a registration form or registration details page 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.*** Applications which include a receipt but do not include a page with all registration option prices are likely to be denied.
- *This item is requested to ensure that reimbursement and accounting proceed smoothly. CFEST requires the registration form/information page since receipts rarely provide the same level of detailed information. This item is part of the application phase (rather than reimbursement) in part since the required information is easier to obtain prior to the conference; it is much harder to obtain once conference organizers take down their website.*
- *Note that CFEST will not reimburse association membership dues.*

(Required attendance of officer category only) ATTACH EVIDENCE OF OFFICE AND REQUIRED ATTENDANCE

- *Acceptable evidence of both office and required attendance:*
 - *Correspondence from association representatives indicating election/appointment and indicating meeting attendance as a requirement of office*

- *Acceptable evidence of office*
 - *List of officers from association website/newsletter*
 - *Correspondence from association representatives indicating election/appointment to office*

- *Acceptable evidence of required attendance*
 - *Excerpt from association bylaws indicating required attendance*
 - *List of officer duties from website/newsletter/journal indicating required attendance*

(Faculty-student presentations only) EVIDENCE OF FACULTY PARTICIPATION

- *To be eligible, the faculty member must be a co-author in the research.*
- *Faculty who are serving as a mentor or advisor and are not a co-author are not eligible.*
- *If the research was co-authored with a student but the faculty member is the sole presenter, select the “sole presenter” category.*