2015-16
CALL FOR APPLICATIONS

Shippensburg University of Pennsylvania

CFEST Faculty Travel Grant Program

NEW this year

- **Travel Grant applications will be accepted online *only*.**
- **Access the online application at https://ship.infoready4.com/#**
- **Emailed or hand-delivered applications will not be considered.**

TOTAL FUNDS AVAILABLE

$105,000

WHO is eligible?

- All tenured and tenure-track faculty traveling under one of the 3 categories* below are eligible:

1) **PRESENTER ($800)**: giving a paper, poster or panel presentation at an appropriate professional meeting; this includes co-presenting with another SU faculty or with an SU student.
2) **ORGANIZER ($800)**: includes chairing a meeting or session or acting as an officer of a national or international professional organization that requires attendance.
3) **UGR MENTOR ONLY ($400)**: accompanying a student SU UGR grant recipient who is presenting at a conference; applicants must include proof of UGR award and at time of reimbursement confirmation of the student's attendance/presentation at the conference. *NOTE: this category was previously funded within the UGR Program. With support from the college deans, it has been moved to CFEST to maximize support for student research and to simplify paperwork for faculty.*

AWARD LIMITS

- **$800 annually per faculty for Presenter or Organizer**
- **$400 annually for UGR Mentor**
- **Applicants must select one category at time of application.**

WHAT can a CFEST travel grant be used for?

- To reimburse eligible costs associated with travel to professional meetings occurring between Oct 1, 2015 and Oct 31, 2016.
- Travel grants WILL NOT pay membership fees associated with registration fees.
- Meal expenses will only be reimbursed if itemized receipts are presented.
- International travel must be approved by the President and must be accompanied by a foreign travel clearance form.

ELIGIBLE COSTS

- **Conference registration**
- **Transport**
- **Hotel**
- **Meals**

WHEN are applications due?

- Applications will be accepted while funds are available with a final program submission date of May 2, 2016.
- Applications must be submitted by 11:59 p.m. on each of the dates listed at right. No applications accepted after the deadline.
- Applications must be submitted *for a deadline prior* to travel taking place. After-the-fact applications will be rejected.
- If you request a travel advance or registration prepayment, see item 7 under "How do I apply?"

DUE@11:59 pm

- **October 1st**
- **November 2nd**
- **December 1st**
- **February 1st**
- **March 1st**
- **April 1st**
- **May 2nd**

* Travel for intensive training (e.g. workshops) is eligible for the CFEST Faculty Training and Continued Education (FTCE) program featured under a separate Call for Applications. Requests for funding for all other types of professional travel should be made to your college dean.

BEFORE YOU TRAVEL

HOW do I apply?

1. Go to https://ship.infoready4.com/# and login using your Shippensburg University username and password. (Call IPSSP, 477-1251, for software technical assistance.)
2. Select "CFEST-Travel Grants" shown in the list of open competitions.
3. Read over the program details including the full RFP.
4. Select the APPLY button at the top right under the heading "Application Tools" when you are ready to apply,
5. Complete all of the required elements, uploading required docs as requested.
6. You will be asked to upload the following:
   a. **Abstract** for presentation/panel/session or description of duties;
   b. **SU Travel Request form** (http://www.ship.edu/Public_Service/Forms/) with itemized budget information and signed by all parties before you travel (NOTE: use this form to request travel advance payments - #7 below);
   c. **Copy of conference registration form** or info page showing registration fees + options;
   d. **Detailed Budget using the budget template provided online**
   e. **National officers only**: evidence that you hold the office and that your attendance is required as part of your officer duties;
   f. **International travel only**: foreign travel disclosure form (http://www.ship.edu/Public_Service/Forms/) and approval from the President as indicated on the SU Travel Request form.
7. If you request a travel advance or registration prepayment, your application must be submitted on the monthly deadline at least one-month prior to the month of travel.
8. If your application is approved, you will receive an award letter containing the award amount.

AFTER YOU TRAVEL

HOW do I access my funds?

- Within 30-days of your return, you must submit the following documents to the CFEST Office within the Institute for Public Service and Sponsored Programs, OM202:
  - ☐ **A final report** (online form found at the CFEST Travel grants website);
  - ☐ **SU Travel Voucher** (http://www.ship.edu/Public_Service/Forms/);
  - ☐ **Original receipts** (Meal receipts must be itemized);
  - ☐ **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 can now submitted with your receipts. (Does not apply to applications for required attendance of national officers.)

WHERE can I learn more?

- The ***Center for Faculty Excellence in Scholarship and Teaching*** (CFEST) supports the ongoing development of SU faculty as teaching scholars. More info at www.ship.edu/CFEST/ or by contacting the CFEST Grants Directors shown at right.

Dr. Paul Taylor (x1705)
Dr. Sally Paulson (x1274)