Shippensburg University of Pennsylvania | CETL
Travel and Dissemination of Scholarship

WHO can apply?

- All tenured and tenure-track faculty applying under the categories below are eligible:

  1. **TRAVEL - PRESENTER ($2000)**: giving a paper, poster or panel presentation at an appropriate professional meeting, including co-presenting.

  2. **TRAVEL - ORGANIZER ($2000)**: includes chairing a meeting or session or acting as an officer of a national or international professional organization that requires attendance.

  3. **TRAVEL - UGR MENTOR ($2000+$400)**: accompanying a student UGR grant applicant who is presenting at a conference; proof of UGR award and confirmation of the student's attendance/presentation at the conference required at time of reimbursement.

  4. **DISSEMINATION OF SCHOLARSHIP ($2000):** costs associated with dissemination of scholarship are eligible, including but not limited to: publication costs (journal fees, editing/typesetting fees, etc.), artistic presentations, and musical performances.

- Grant applications will be accepted online only at https://ship.infoready4.com/#; look for "*CETL Travel Grants*" under the list of open competitions.

- Emailed or hand-delivered applications will not be considered.

AWARD LIMITS

- **$2,000 per year per person**
- **Additional $400 per year for Mentors of Under-graduate Research (UGR) Grant recipients presenting at conferences**
- **Applicants must select one category at time of application.**

WHAT travel costs can a CETL TDS grant be used for?

- Travel and other reimbursed items must occur between July 1, 2023 and October 31, 2024. (NOTE: travel taking place after July 1, 2024 will be counted against the 2024-25 per person limit.)

- Travel grants CANNOT be used to pay membership fees associated with conference registration.

- The allowance for meals is based on the GSA per diem rate. Meals included with conference registration count toward the per diem.

- International travel must be approved by the President and must be accompanied by a foreign travel clearance form.

ELIGIBLE

- **Conference registration**
- **Transport**
- **Hotel**
- **Meals**
- **Publication fees**

WHEN can faculty apply?

- Submit applications online after Sept 1 for the October deadline. Applications will be reviewed monthly after Oct 1st and while funds are available with a final program submission date of May 1, 2024.

- Applications must be submitted by 11:59 p.m. on the dates listed at right. Late applications will be considered the following month.

- Applications must be submitted *prior* to travel taking place. After-the-fact applications will be rejected.

- NOTE: TRAVEL ADVANCES require additional time to process. Submit your application *two (2) deadlines prior* to your trip (See 7 below.)

DUE@11:59 pm

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

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 technical assistance with the InfoReady Review system.)
	2. Select "CFEST/CETL-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 required to upload the following:
	   a. <u>Abstract</u> for presentation/project or description of duties;
	   b. <u>SU Travel Request form</u> (if travel is involved) with itemized budget information and <u>all required signatures</u> (NOTE: use this form to request travel advance payments - #7 below) (http://www.ship.edu/Public_Service/Forms/);
	   c. <u>Evidence of your presentation/activities:</u> Acceptable evidence includes an acceptance email for your presentation/project or a listing in a conference program. National officers must show evidence that you hold the office and that your attendance is required as part of your officer duties.
	   d. <u>Copy of conference registration form</u> or info page showing registration fees + options. Category 4 applicants should upload cost information.
	   e. <u>Detailed Budget</u> using the budget template provided online
	   f. <u>For international travel</u>: the foreign travel disclosure form is required (http://www.ship.edu/Public_Service/Forms/) as well as approval from the President as indicated on the SU Travel Request form.
	7. If you request a travel advance or registration prepayment, your application should be submitted on the monthly deadline at least two-months prior to the month of travel.
	8. If your application is approved, you will receive an award letter explaining the amount of your award.

AFTER YOU TRAVEL

HOW do **I access my funds?**	○ Within 30-days of your return, you must submit the following documents to CFEST/CETL in the Office of Professional, Continuing, and Distance Education, HH117: ☐ <u>A final report</u> (online form found at the CFEST/CETL Travel grants website); ☐ <u>SU Travel Voucher</u> (http://www.ship.edu/Public_Service/Forms/); ☐ <u>Original receipts</u>
WHERE can I learn more?	○ The *Center for Excellence in Teaching and Learning* (CETL) supports the ongoing development of SU faculty as teaching scholars. More info at www.ship.edu/CFEST/ or by contacting the CFEST/CETL Grants Administration co-directors shown at right. **Dr. Paul Taylor (x1705)**