

Travel and Dissemination of Scholarship Grants

Call for Applications 2025-2026

The Center for Faculty Excellence in Scholarship and Teaching awards grants to reimburse allowable expenses associated with travel to professional meetings and other forms of dissemination of scholarship. Submit your proposal at a deadline **prior to travel** (acceptance of presentation is required at the time of application). Proposals are reviewed monthly, and funds are awarded on a competitive basis.

Eligibility: All tenured, tenure-track, and full-time full-year temporary faculty.

Deadlines for submission: 11:59 pm on 10/1/25, 11/3/25, 12/1/25, 2/2/26, 3/2/26, 4/1/26, and 5/1/26. No applications will be accepted after 11:59 pm on 5/1/2026. **Applications should be submitted before travel** rather than after. If funds are depleted, applications for 2025-26 fiscal year travel may be closed prior to 5/1/2026. Contact CFESTGrants@ship.edu for further information.

Time frame for travel: 7/1/2025 to 10/31/2026 (Travel after 7/1/2026 applies to the 2026-27 fiscal year per person limit.)

Subcategories:

1. TRAVEL - PRESENTER (\$1200 limit): Giving a paper, poster or panel presentation at an appropriate professional meeting, including co-presenting.
2. TRAVEL - ORGANIZER (\$1200 limit): 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*.
3. TRAVEL - UGR MENTOR (\$1200 + \$400 limit): Accompanying a UGR funded student who is presenting at a conference; applicants must include at time of reimbursement confirmation of the student's UGR grant and presentation at the conference.
4. DISSEMINATION OF SCHOLARSHIP (\$1200): 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.

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 **\$1,200** total for Presenter and Organizer categories and an additional **\$400** for the UGR mentor category for the fiscal year (7/1/2025 – 6/30/2026, based on dates of travel). Only one category may be used per conference. Travel from 7/1/2026 – 10/31/2026 will count towards 2026-27 travel award limits.

How to apply:

- Applications should be submitted **prior** to travel taking place. After-the-fact applications may be rejected.
- NOTE: TRAVEL ADVANCES require additional time to process. Submit your application **two deadlines prior** to your trip.
- Grant applications are accepted online only at <https://ship.infoready4.com/#> ; look for “CETL Travel Grants” under the list of open competitions.
 - o Read over the instructions in the InfoReady application.
 - o Select the APPLY button at the top right under “Application Tools” when you are ready to apply.
 - o Complete all of the required elements, uploading documents as requested.
 - o You will be required to upload the following:
 - **Abstract** for presentation or description of duties
 - **SU Travel Request form** (if travel is involved) with itemized budget information and all required signatures (NOTE: use this form to request a travel advance) (https://www.ship.edu/about/offices/public_service/project-administration/)
 - **Evidence of your presentation/activities**: Acceptable evidence includes an acceptance email for your presentation/project or a listing in a conference program. National officers must show evidence that they hold the office and that attendance is required as part of officer duties.
 - **Copy of conference registration form** or registration info page showing registration fees and options. A receipt for registration payment **DOES NOT** suffice for this requirement. Category 4 applicants should upload cost information.
 - **Detailed Budget** using the budget template provided in InfoReady.
 - **For international travel**: the foreign travel disclosure form is required (https://www.ship.edu/about/offices/public_service/project-administration/).
 - o If your application is approved, you will receive an award letter explaining the amount of your award.

After you travel: Within 30 days of your return, you must submit the following documents to CETL Grants in the Office of Workforce Development, HH117:

- **A final report** (online form found at the CETL Travel Grants website)
- **SU Travel Voucher** (https://www.ship.edu/about/offices/public_service/project-administration/)
- **Original Receipts**

IF APPLYING AFTER TRAVEL: If you are not able to apply until after travel (such as unanticipated summer travel), **you must still submit your final report, SU Travel Voucher, and original receipts within 30 days of your return, even though you have not yet applied.** If too much time elapses between travel and document submission, reimbursement may be taxable or not possible.

To learn more: More info is available at www.ship.edu/CETL or by contact the CETL Grants Administration director Dr. Paul Taylor (x1705, pttaylor@ship.edu).