

Albany State University
Center for Teaching, Learning and Scholarship
Faculty Travel Grant Program

MEMORANDUM

DATE: July 1, 2015

TO: All Faculty, Chairs and Deans

FROM: Melvin A. Shelton, Director
Center for Teaching, Learning and Scholarship

RE: CTLS Faculty Travel Grant Program

Spring Deadline: March 14 for travel that takes place between January 1-June 30, 2016;
Fall Deadline: October 15 for travel that takes place between July 1-December 31, 2016.
(Deadlines will be on the following Monday if the deadline dates above fall on a weekend.)

Albany State University is committed to fostering the engagement and publicizing of new research and supporting its faculty in this endeavor. The Center for Teaching, Learning and Scholarship (CTLS) Faculty Travel Grants exist for this purpose. Although CTLS utilizes strict guidelines for the distribution of funds to ensure fairness and equity throughout the university, I would like to emphasize the availability of travel funds distributed by CTLS as a vehicle for Albany State University to continue its strong presence in the research community.

A few words on how we determine eligibility. First, the candidate must fulfill the criteria stated in the attached guidelines. In general, the committee criteria specify that travel Funds will be awarded to full time tenured or tenure-track faculty presenting peer-reviewed papers at national or international conferences. Secondly, priority will be given to applicants who have no alternative sources of support, as stated in the first paragraph of the guidelines.

Thirdly, priority will be given to applicants who have not recently received support from this program, as described in the second paragraph on page two of the attached guidelines. The application form includes an area for each applicant to indicate his/her recent support history from the program. If more qualified applicants are received than funds available, the highest priority will be given to applicant(s) who have not received an award in the last three years, with subsequent priority being assigned to those who have received one award, then two awards, then three awards.

The Program supports up to \$1000 in travel support that may be applied to the costs of conference attendance and participation in the U.S. and up to \$1500 in travel support for conferences held outside of the U.S. (Meals are not reimbursable through the Faculty Travel Grant.)

Spring 2016 applications for travel that occurred or will occur between January 1 and June 30, must be submitted by 5:00 p.m. on or before March 15th of same year, and Fall Applications for travel that occurred or will occur between July 1 and December 31, must be submitted on or before 5:00 p.m., October 15th of same year. Further details are provided in the enclosed material. The original application along with any supporting documentation should be submitted to Dr. Melvin A. Shelton, Center for Teaching, Learning & Scholarship, Reese Building Room 126. A copy of the completed application should be submitted to the Dean and the Department Chairperson of the applicant's department.

Please direct questions about the administration of the program to Dr. Melvin A. Shelton at melvin.shelton@asurams.edu or Mrs. Dedra S. Williams at dedra.williams@asurams.edu, in the Center for Teaching, Learning and Scholarship. Telephone number 229-430-1632.

I look forward to an active year of scholarship among our research community and the opportunity to facilitate those activities through the CTLS Travel Grant Program.

STEPS FOR SPRING AND FALL TRAVEL APPLICATIONS

STEP ONE: Submit application.

1. Complete application. Please DO NOT hand write the form.
2. After printing the form, sign the form and then have the department chair or head sign the appropriate line.
3. Submit application and all accompanying materials (copies of: acceptance letter or conference program where your name appears and other supporting material as described in the guidelines.

Faculty Travel Grant Guidelines

Purpose

The Center for Teaching, Learning and Scholarship (CTLS) Faculty Travel Grant Program is designed to assist Albany State University's tenured and tenure-track faculty members enhance their professional development by presenting the results of their research or creative activity at meetings with a national or international audience. The Program supports up to \$1000 in travel support that may be applied to the costs of conference attendance and participation in the U.S. and up to \$1500 in travel support for conferences held outside of the U.S. The Program is designed to give priority to professional travel that cannot be funded from other sources such as departmental budgets or research grants that include funds for such purposes.

Nature of Support

The CTLS will support the most economical and practical transportation, hotel and conference registration costs up to a maximum of \$1,000.00. (Meals are not reimbursable through the CTLS Faculty Travel Grant.) The application form requests an actual quote on the transportation costs along with a description of any conditions attached to the fare. All applicants are encouraged to find the most economical prices as the funding committed reserves the right to support only part of the travel costs if it finds that the applicant's travel costs were needlessly excessive. The travel grant will reimburse either an individual or a unit (department, college, institute, as appropriate) for the amount awarded. However, the following units will not be reimbursed by the CTLS Faculty Travel Grant Program: ASU Foundation, Enrollment Services, Student Affairs, Fiscal Affairs, and Research & Sponsored Programs.

Qualifications

Applicants must hold a full time tenured or tenure-track position on the faculty of Albany State University during the academic year in which the travel occurs. Individuals with "visiting" status are not eligible unless the "visiting" status is solely because the applicant is awaiting the appropriate visa from the federal government; in this case the application must be accompanied by a letter from the applicant's chair or dean confirming this status and situation in detail. Retired faculty members are not eligible.

CTLS will only support the travel costs of the faculty member who is actually presenting the work. The Program will not support the costs for co-authors, regardless of affiliation.

In special cases such as duet performances this limitation may be waived by the faculty committee, but it is the responsibility of the applicants in such cases to provide a clear and reasonable written explanation for the waiver.

The Faculty Travel Grant funds will support an individual's costs for only one meeting or event in a single academic year. Each faculty member is limited to making only one application for the Faculty Travel Grant. In certain circumstances an individual may attend two meetings on a single excursion. It is the applicant's responsibility to decide the meeting for which support will be requested.

Once an application has been approved, no substitutions will be allowed; if an individual wishes to use the program's funds to support a presentation other than the one for which the original application was submitted, he/she must submit an entirely new application for the alternative event prior to the application deadline.

Budget limitations in any academic year may require more stringent criteria for support. The Program may give priority to applicants who have not recently received this support. The applicant must list the last three academic years in which he/she has received this support. The administrators of the travel grant may prorate each approved applicant's request based on the total funds requested and the amount of funds available.

Types of Meetings For Which Support Is Available

The Faculty Travel Grant funds will support travel to present an individual's work at a variety of venues provided that the venue is a regularly scheduled location, and the event is one of a national, regional, or international scope. These venues include regular or annual meetings of a national (US or another country's national society) or international professional society; quadrennial (or otherwise periodically occurring) international congresses that are sponsored by a number of national professional societies. Professional societies are usually defined as those that collect dues, have elected officers, develop rules and regulations, sets guidelines, and may have published journals or other outlets for scholarly work. These venues also are used regularly for meetings sponsored by a government agency or industrial society, meetings that are of an academic nature and take place annually or biennially; juried competitions of a national or international scope that are held regularly; regular conferences on specified topics at which attendance is by invitation and is considered a prestigious accomplishment; and invited performances at regularly occurring meetings/festivals.

In general, the committee criteria specify that travel funds will be awarded to full time tenured or tenure-track faculty presenting peer-reviewed academic research papers at regional, national or international conferences. By definition, these papers will not include a "response," or roundtable paper.

The Faculty Travel funds will support travel to present a poster only if all of the following criteria are fulfilled: (a) the meeting is of one of the types described above; (b) the

participants are restricted to poster presentations, or else other forms of presentation are severely limited (that is, only 10% or so of presenter openings are for full papers); and (c) poster presentations are refereed for acceptance. It is the applicant's responsibility to provide specific evidence that a request for support for a poster presentation fulfills all of these criteria or to make a clear argument for the waiver of one or more of the criteria.

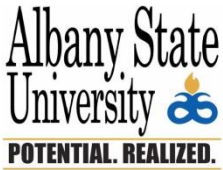
The Faculty Travel Grant funds will not support certain types of presentations. The travel grant will not support a presentation or series of presentations at other universities, museums, or institutions that are, in effect, an invited lecture or lecture series. The Program will not support travel to a meeting of experts interested in a narrowly circumscribed subject or area (e.g. a one-time symposium sponsored by a university or a department). The Program will not support attendance at a meeting solely to "chair" a session or to discharge the obligations incurred by holding office in the sponsoring professional society.

It is the responsibility of the applicant to ensure that the description of the venue for the presentation makes clear that the venue falls within the guidelines of the Program. Questions about eligibility should be addressed to the chair of the faculty committee charged with the administration of the Program.

Implementation

The Program has two rounds for application and support. The first round for funds (fall) covers travel from July 1 through December 31, of an academic year. The second round (spring) covers travel from January 1 through June 30 of an academic year. Approximately half of the available funds will be assigned for awards in each round. It is the intent of the Program to distribute all available funds, so if applications in the second round do not use all of the funds set aside for those applications the committee will return to the unfunded applications from the first round and provide reimbursement until all funds have been expended.

It is the individual faculty member's responsibility to meet the application deadline for the appropriate period and to ensure that the application and all supporting material is complete and clear. The Faculty Travel Grant Committee will not consider incomplete applications. Questions concerning necessary information and supporting materials should be addressed to the administrative specialist in the Center for Teaching, Learning and Scholarship.



Albany State University
Center for Teaching, Learning & Scholarship (CTLs)
FACULTY TRAVEL GRANT APPLICATION

Please complete this application in its entirety and return it to Dr. Melvin A. Shelton, Reese Bldg. room 126 no later than 5:00 p.m. on March, for spring travel of the same year or no later than 5:00 p.m., October 15th, for fall travel of same year.

Do not hand write application

Full Name: Date(MM/DD/YY):

Faculty Rank:

☐ Professor

☐ Associate Professor

☐ Assistant Professor

(All Applicants must be tenured or tenured track)

ASU Department:

School/College:

Campus Mail Location:

Telephone:

Email Address:

Telephone:

Title of Meeting:

Location (City/State/Country):

Date of Meeting (MM/DD/YY - MM/DD/YY):

Please check one of the following:

☐ Spring (Travel takes place between January 1 - June 30, 2016)

☐ Fall (Travel takes place between July 1 - December 31, 2016)

Please check one of the following for the meeting or conference attending:

☐

Regional

☐

National

☐

International

Brief Description or Nature of Meeting and of the Sponsoring Organization:
including meeting/conference title or name

Is this a regularly occurring meeting (annual, semi-annual, etc.)?

☐

Yes

☐

No

Title of Presentation:

Type of Presentation:

Paper

Poster

Performance

Other (Specify):

(NOTE: If a poster, provide evidence that this is the only option for presentation or that other forms of presentation are severely limited.)

Has your abstract, paper or presentation been peer reviewed? (i.e., was it reviewed for acceptance in the program?)

☐

Yes

☐

No

Are you the presenter?

☐

Yes

☐

No

Co-Author(s) (if any) and their affiliation:

(NOTE: To be eligible for the travel grant, you must be the person who actually presented the paper)

Please indicate the total amount you are applying for (up to \$1000 within the U.S./\$1500 for International): \$

Check below each item of supporting documentation that you have appended.

Please note that applications missing pieces of documentation will not be considered for an award.

☐ Acceptance letter or e-mail (REQUIRED)

☐ Conference program or printed web page(s) (can be preliminary) showing your name/presentation information, conference title, place, and date (REQUIRED)

☐ Copies of actual receipts (if travel already taken) or copies of estimates (from company/website) for: (REQUIRED)

☐ Airfare / Railroad / Bus

☐ Mileage (personal vehicle) (miles x \$0.445)

☐ Rental car

☐ Hotel

☐ Taxi (estimate OK)

☐ Conference registration fee

☐ Parking fees (estimate OK)

☐ Other

Which alternative sources of support are available to you?

In which of the last three academic years (if any) have you received funds from this program? (If none, please list as NONE; for actual, list as per "Fall 2008," etc.)

Applicant Signature

Date

Department Chair Signature

Date
