2018-2019

Academic Research/Creative Production Travel Funding
for Tenure-Track or Tenured Faculty and Students
(for travel between October 1, 2018 and September 30, 2019)

The purpose of the Dean’s Office Travel Funding Program is to promote research and creative activity among tenure-track or tenured faculty and undergraduate/graduate students.

The Office of the Dean has limited funds available to assist tenure-track or tenured faculty and students who are presenting or formally participating in a legitimate professional academic conference or equivalent. Documentation of acceptance of a scholarly paper, or equivalent creative product, is required.

We are also able to assist tenure-track or tenured faculty for travel that 1) is related to learning new skills relevant to their research or creative work, or 2) to collect data or information relevant to a research or creative project. Documentation of the workshop or training, or the opportunity for data/information collection, is required.

Examples could include:
- Attending a research/artistic skills workshop for the purpose of learning a new art/design technique or a new statistical analysis technique
- Visiting a site to collect data or gather information (such as an archive, museum, or a community) for a research or creative project

**Tenure-Track and Tenured Faculty:**

Can receive up to $1,500 per fiscal year for the purposes described above. Unused funding can be used for subsequent conference or research/creative activity travel.

If you qualify for them, additional funding sources should be sought before requesting reimbursement. These sources include:

- Your **department** may have assigned part of its budget to faculty travel
- **The HUMANITIES CENTER**: If you are eligible for support from the Humanities Center, you MUST submit your travel authorization first to the Humanities Center. When your request is returned to you, submit the travel authorization via [Google form](#) to the Dean’s Office.
- **PROVOST**: Through the Scholarship Enhancement Fund, the Office of the Provost will match up to $500 in awards from the department and/or college, including those from the Humanities Center. Full-time, tenure-track, and tenured faculty are eligible once per academic year. Please include the [Provost’s Scholarship Enhancement form](#) with your travel documents.
- **START-UP** funds may be utilized to support your travel needs.
- **Faculty Development Accounts** may also be used.

**Students:**

- Graduate students presenting a paper at a conference are eligible for up to $500 per year. A completed [UAH Graduate School Student Request for Travel Funds](#) should be submitted along with the travel authorization to the Dean’s office.
- Undergraduate students presenting a paper at a conference are eligible for up to $300 per year.
- Consider that your department may have assigned part of its budget to support student travel.
General procedures and information:

- Use/apply for other funding sources (such as described above) before applying for Dean’s Office funding.

- Complete your travel authorization. **Please use the current form, entitled “Authorization For Official Travel For Personnel In Academic Affairs Units”**
  
  - The travel authorization must have all required signatures.
  
  - The purpose of the trip must be adequately described. Single words such as *meeting, research, or conference* are **not** sufficient.

- Append clear evidence that your manuscript or artwork was accepted for presentation, or provide a description of the training or data/information collection opportunity. Attach other supporting documentation (itinerary, travel estimates, conference brochures, etc.).

- Complete the **travel request form online**. We are moving from paper-based submission to an online Google form to streamline the process of collecting this information.

- If travel funds grow short, an announcement will be made. At that point, priority for funding will be given to faculty who have demonstrated in the past that their presentation (or equivalent) resulted in peer-reviewed publication (or creative equivalent).

- **FY19 travel authorizations will not be accepted after May 15, 2019.** (Submit travel authorizations for FY 20 beginning September 1, 2019)