

# University of Louisiana at Lafayette Faculty Travel Grants

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**Deadline:** The application process for the 2019-2020 fiscal year will open on May 1, 2019. Applications can be submitted throughout the academic year. Proposals will be reviewed monthly as long as funds remain available. The online site will open on the first of each month and close on the last workday of each month. (Exception: When the last day of the month is a holiday, it will close on the last workday.) Applications must be submitted 3-4 months prior to travel in order to allow time to be granted an award and route a Travel Request for approval. You will receive a notification indicating whether or not you are awarded a Travel Grant. If you applied in one round and were not awarded, you can reapply online the following month. Awarded Travel Grant funding can be applied only to the specific conference requested on the online application. Because only one award per fiscal year is allowed, should a different conference be requested (other than the one awarded), the recipient must: (1) notify the Office of Faculty Affairs so the initial award can be released and (2) notify the University's Travel Office to cancel the Travel Request form (if submitted) and unencumber funds. For the alternate trip being requested, a new Travel Grant application must be submitted online and await approval. (Approval is not transferrable.) If Travel Grant funds are used for travel other than the conference for which they were approved, the recipient will be held personally responsible.

**Purpose:** The Office of Research and Sponsored Programs supports travel grants. These grants are for faculty travel to scholarly conferences. Awards for travel to scholarly conferences range between \$500 and a maximum of \$1,000. Faculty travel grants allow faculty to present original research at national and international peer-reviewed conferences. Funding priority is given to travel presenting at a preeminent meeting or organization for the discipline. The Office of Faculty Affairs administers the fund.

**The following criteria will be considered in awarding stipends from the Faculty Travel Grant Program:**

- Funding will be only for personal presentation of original scholarly and or creative work.
- Priority is given to presentations at conferences that have a national or international focus.
- All conferences must be peer-reviewed. Highly selective conferences are encouraged.
- Priority will be given to travel that advance the department's or college's area of excellence.
- Faculty holding Level II Graduate Faculty status.
- Faculty who do not hold an endowed Professorship.
- Faculty on tenure-track

**Eligibility requirements:**

- Faculty must be tenure-track faculty or tenured.
- Faculty must hold full-time appointments for the academic year.
- Faculty members are eligible for **one travel award per fiscal year** (July 1-June 30).
- Previous travel will not be funded.

**Application:** Complete the [online application form](#) that includes the following information:

- Conference information, including dates and conference website.
- Resources available to support the travel, include departmental and college funds and all other funding sources (i.e., grants, travel fellowships, and sponsor support).
- Submit application online.
- Attach three-year curriculum vita (maximum 16 MB).
- Attach description of scholarly or creative activity and a justification for travel, including an explanation of how the conference is relevant to the discipline, how it will advance your research agenda, and how it may contribute to the department or University (maximum 16 MB).
- Attach Confirmation of Acceptance

**Post Award Procedures:**

- Upon award of a Travel Grant, the faculty is to submit a *Travel Request Form*, indicating "Research Travel Grant Award" and describing the nature of the travel under *Purpose of the Trip*. Please route the *Travel Request Form* through the department head, dean, and then to Robert McKinney, Assistant Vice President for Faculty Affairs. **All travel request forms must be submitted by April 1, 2020.**