**Purpose**

The goal of the Faculty Travel Grant Program is to support the professional development of Slippery Rock University faculty members by providing funds to present the results of their research or creative activity at professional conferences or artistic venues, in line with Pillar 2 of our strategic plan (Academic Discovery and Human Growth). This program prioritizes professional travel that supports dissemination of scholarly and creative activities that are aligned with multiple aspects of a faculty member’s professional development and that will have a strong impact on student success at SRU. Presentation of both disciplinary research and discipline-based educational/pedagogical research will be supported.

**Nature of Support**

Through this program, the university will provide faculty members up to $1500 in travel support for disseminating the results of significant, novel, and impactful scholarly and creative endeavors. Awarded funds are separate from and in addition to the standard professional development allocation provided to all tenure-track faculty through their department budget. It is anticipated (but not required) that these two funding sources will be used together to support a single major presentation.

**Program Restrictions**

Applicants must hold a full-time tenured or tenure-track faculty position at Slippery Rock University at the time the travel occurs. Full-time temporary faculty will only be considered in exceptional circumstances and with special permission from the provost. Retired or retiring faculty are not eligible for this funding after their last regular semester under contract. Faculty on sabbatical are eligible only if the requested travel is integral to an approved project proposal.

The program will only support the travel costs of the faculty member who is presenting the work. It 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 and/or provost, but it is the responsibility of the applicants in such cases to provide a clear and compelling justification for such a waiver prior to submitting an application.

Each faculty member is limited to funding from this program for one trip per year. In certain circumstances, an individual may be able to attend two meetings on a single trip, but this program is primarily designed to fund only one meeting per year. Depending on the number of requests and the funding available, the committee may give priority to applicants who have not recently received support from the program.

**Eligible Venues and Types of Presentations**

The program will support travel to present an individual's work at a variety of venues that are regularly scheduled and of national or international scope. These venues include regular or annual meetings of a national or international professional society (usually defined as an organization that collects dues, has elected officers, and may have published journals or other outlets for scholarly work). Other acceptable venues would include meetings sponsored by a government agency or industrial society if the meetings are of an academic nature and take place regularly (e.g., annually or biennially); juried competitions of a national or international scope that are held regularly; and invited performances at regularly occurring meetings/festivals. A presentation or series of presentations at other universities, museums, or institutions (i.e., an invited lecture or lecture series) is not considered an eligible venue.

The program will only support presentation of new (or substantially new) research or creative activity. Requests to repeat a presentation in a different venue will not be supported, nor will requests to attend a conference or otherwise eligible venue for any reason other than the presentation of novel scholarly or creative results.

It is the responsibility of the applicant to demonstrate that the venue and type of presentation fall within the guidelines of the program. Questions about eligibility should be addressed to the co-chairs of the Faculty Professional Development Committee, which has been charged with the administration of this program. If the committee cannot resolve a question about whether a particular venue or type of presentation is appropriate for this program, it will be referred to the provost for a final decision.

**Application Requirements**

Apply for funding through the attached **Application Form**. A copy of the form can also be found on the Grants, Research and Sponsored Program web site. All required fields must be completed. If the committee determines that required information was not supplied, the application will not be funded, so applicants should take care to ensure that the application is complete.

It is the individual faculty member's responsibility to meet the application deadline for the appropriate funding cycle and to ensure that the application and all supporting material is complete and clear. The faculty committee will reject incomplete applications without further consideration. Questions concerning necessary information and supporting materials should be addressed to the co-chairs of the Faculty Professional Development Committee.

Consistent with SRU policy, the program will only cover the most economical and practical transportation, hotel, meals/per diem, and conference registration costs. The Faculty Professional Development Committee or provost may reject or partially fund an application if the projected costs are deemed excessive.

Application materials may be accepted provisionally if documentation of exact costs is unavailable before the application deadline (e.g., conference is in June and final details won’t be available until May). While an application may be provisionally accepted based on estimated costs, funds will not be released until all required materials, including detailed quotes or receipts, have been submitted.

If the applicant is requesting a waiver or exception to any of the program requirements or restrictions, they must submit the approval as a part of the application; the applicant must therefore request and obtain a waiver from the appropriate office prior to applying. To give adequate time for review, waiver/exception requests must be submitted at least two weeks prior to the application deadline.

Budget limitations in any academic year may require more stringent criteria for support. The applicant must list any support received from this program in the last three academic years. The committee and/or provost may prorate each approved applicant's request based on the total funds requested and the amount of funds available.

**Application Cycle**

The program has two rounds of application submission and review. The first round (with applications due in fall) covers travel from January 1 through June 30. The second round (with applications due in spring) covers travel from July 1 through December 31. Deadlines for each funding cycle will be posted on the Grants, Research and Sponsored Program web site.

Applicants will be notified of funding decisions within two weeks of the application deadline.

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 the committee may apply unspent funds from one round to meritorious applications from the other round.

**Terms and Conditions**

Once an application has been approved, no substantive changes in presentation, venue, or budget will be allowed without written approval from the provost’s office.

Before a travel request will be approved, the applicant must provide actual quotes/receipts and/or official travel documents (e.g., [Subsistence Worksheet](https://www.sru.edu/documents/offices/accounting-services/subsistence%20worksheet.xlsx), [Trip Optimizer](https://administration.sru.edu/trip-optimizer-new.html), Presentation Acceptance Notification) to the Associate Provost ([ursula.payne@sru.edu](mailto:ursula.payne@sru.edu)).

A final report detailing the outcomes, including (completed) campus dissemination, must be submitted to the Office of Grants, Research, and Sponsored Program within one month of completion of travel, or within one month of the start of the next regular term if the travel occurred over summer. Failure to submit a completed report, or failure to comply with program requirements will result in the faculty member being deemed ineligible for funding for the next four application rounds.

**Evaluation Criteria**

Applications will be evaluated based on the following criteria:

* Impact of proposed travel on SRU student success (40%)
  + The award level is approximately equal to the tuition and fees an in-state student spends on a 3-credit course. How does this expenditure lead to greater student success?
* Alignment of scholarly/creative project with faculty member’s professional development in teaching and/or service (30%)
  + Explain the synergistic impact of this scholarship/creative project on your growth in the areas of teaching and/or service
* Impact of proposed travel on faculty member’s scholarly/creative growth (20%)
  + Is this new work being presented, or has similar work been presented previously?
  + Explanation of how this work builds on past scholarship/creative activity, and how it will lead to future scholarship/creative activity.
  + Attach updated CV
* Campus dissemination plan (10%)
  + How will the benefits of this travel support be shared with the campus community?
* Prior support (only considered if insufficient budget to fund all meritorious requests)
  + Has the applicant received support from this program within the past three years?
  + What were the outcomes of prior support under this program (not limited to past three years)?

**Application Form**

Due: Tuesday, March 18, 2025 by 4:00pm

2024-2025

**Overview**

The Faculty Travel Grant Program is designed to help Slippery Rock University’s faculty members enhance their professional development by presenting the results of their research or creative activity at professional conferences or artistic venues, in line with Pillar 2 of our strategic plan (Academic Discovery and Human Growth). It is designed to give priority to professional travel that supports dissemination of scholarly and creative activities that are aligned with multiple aspects of the faculty member’s professional development and that will have a strong impact on student success at SRU. Both disciplinary research and discipline-based education research will be supported.

Application Information

\*Required

**Name:\***

**Email:\***

**College:\***

**Department:\***

**(Attach CV to application submission) – please limit to 3-5 pages using relevancy to research or creative activity being presented**

Presentation Details

**Conference/Performance\***

For example: Annual Meeting of the Meteorological Society of America

**Conference Location\***

**Conference Start Date\***

**Conference End Date\***

**Link to Conference/Performance Web Site\***

**Presentation Title\***

**Presentation Author(s)\***

**Presentation Abstract\***

Abstract (or equivalent) required for application – indicate in document if tentative

**Non-Technical Abstract\***

Please type a non-technical abstract using 150 words or less.

**Attach Presentation Acceptance**

If presentation has already been accepted, please attach acceptance letter from conference/event organizer

**Novelty\***

Is this new work being presented, or has similar work been presented previously? Please refer to CV. (limit of 150 words)

**Waivers/Exceptions**

If you have received a waiver or exception to any program requirements, please attach a copy as a pdf

Rationale

**Impact of Proposed Travel on SRU Student Success\***

The award level is approximately equal to the tuition and fees an in-state student spends on a 3-credit course. How does this expenditure lead to greater student success? (limit of 150 words)

**Alignment of Scholarly/Creative Project with Your Professional Development in Teaching and/or Service\***

Explain the synergistic impact of this scholarship/creative project on your growth in the areas of teaching and/or service. (limit of 150 words)

**Impact of Proposed Presentation/Travel on Your Scholarly/Creative Growth\***

Explain how this work builds on past scholarship, and how it will lead to future scholarship. How will you grow from this experience? (limit of 150 words)

**Campus Dissemination Plan\***

How will the benefits of this travel support be shared with the campus community? What will you do with what you have learned/gained? (limit of 150 words)

Budget

Enter requested funds in each category. Provide justification (either quote/receipt or rationale for estimated costs).

**Registration Requested\***

**Registration: Quote or Receipt**

Scan all documents into a single pdf and attach to application submission

**Registration: Rationale for Estimated Costs**

**Transportation Requested\***

**Transportation: Quote or Receipt**

Scan all documents into a single pdf and attach to application submission

**Transportation: Trip Optimizer**

<https://administration.sru.edu/trip-optimizer-new.html> (save as pdf for attachment to application submission)

**Lodging Requested\***

**Lodging: Quote or Receipt\***

Scan all documents into a single pdf and attach to application submission

**Lodging: Rationale for Estimated Costs**

**Per Diem Requested\***

**Per Diem: Subsistence Calculator**

<https://www.sru.edu/documents/offices/accounting-services/subsistence%20worksheet.xlsx> (save as pdf for attachment to application submission)

**Per Diem: Rationale for Estimated Costs**

**Total Trip Cost:**

**Total Amount Requested from Grant:**

**If the total trip is over $1,500 and secondary funds are being used, briefly state how you will cover the travel exceeding the funded amount**

**Prior Support**

Have you previously received funding from this program?\*

Yes

No

How much did you receive?

When did you receive it?

What was the outcome of the funding you received?

**Deadline for Submission:** The deadline for submissions is **Tuesday, March 18, 2025 by 4:00 p.m.** for Fall 2025 travel. Submission of the Application Form and all attachments must be in a PDF format as one document and must be submitted electronically to [casey.hyatt@sru.edu](mailto:casey.hyatt@sru.edu).

**Required Attachments:**

* CV - please limit to 3-5 pages using relevancy to research or creative activity being presented

**Required Attachments, if applicable:**

* Presentation Acceptance letter
* Waivers/Exceptions
* Registration: Quote or Receipt
* Transportation: Quote or Receipt
* Transportation: Trip Optimizer
* Lodging: Quote or Receipt
* Per Diem: Subsistence Calculator