

CLASS Conference and Professional Development Travel Grant AY 2019-20

For tenure line faculty, clinical faculty, and instructors

Purpose. The purpose of the CLASS Conference and Professional Development Travel Grant program is to support CLASS faculty as they travel to organized regional, national, and international conferences for the purpose of presenting, discussing, or performing original research or creative work. Funds are also available for professional development opportunities directly related to the person's position description. This fund intends to supplement travel support available through the individual's department. **Applications are due on October 1, 2019 for fall travel and February 1, 2020 for spring travel.**

Eligibility. Members of CLASS tenure line faculty are eligible for travel awards up to \$1000; members of CLASS clinical and instructor lines are eligible for awards up to \$750. Support will be granted for participation in a maximum of one conference or meeting of professional or scholarly societies per academic year subject to availability of funds. Travel for fall awards must occur between August 19, 2019-December 2019; and January 1, 2020-August 15, 2020 for spring awards.

Criteria for Travel Support. Support will be granted for registration, travel, and/or lodging expenses associated with personal presentation of results of original research and/or creative activity at conferences or meetings of recognized scholarly or professional societies. Support is given for oral or poster presentations. Maximum travel award is \$1000 for tenure line faculty and \$750 for clinical and instructor lines.

Eligible Expenses. This travel grant will cover registration, travel, and lodging costs. Travel costs can include economy airfare, baggage fees, parking fees, train, boat, mileage reimbursement for personal car (use 0.58 for mileage estimates), or bus. The cost of travel cannot exceed the equivalent of economy airfare. Lodging expenses are figured at the single conference room rate. All original receipts are required for reimbursement and will be submitted through your home department.

Application Process. In one page,

1. Provide an abstract of the paper or performance to be presented. If a professional development opportunity, provide a description of the opportunity.
2. Describe the impact of the opportunity to participate at this professional meeting for the faculty member.
3. Estimate the cost of registration, travel, and lodging costs to the professional meeting.
4. List travel support that have been allocated to you or are expected for professional conferences/meetings for AY 2019-20 from your department or other sources (grants or fellowships). Exclude university business that falls outside of your scholarly/creative work (for example, serving as representative for SBOE General Education summit and so on).

In addition to the one-page application, provide one of the following three items: An invitation to participate; acceptance of paper or performance for presentation; or copy of the preliminary program listing participation; AND an email with the approval of your department chair or director verifying the need for this support.

Review Process: Applications are due by October 1, 2019 for fall travels requests; and February 1, 2020 for spring requests. Send completed applications as **one pdf** to Diane Kelly-Riley at dianek@uidaho.edu.

Applications will be reviewed by CLASS associate deans and recommendations will be made to the dean who will make the final decisions.

Applications will be reviewed using the following criteria:

1. Availability of departmental funds to support professional travel in AY 2019-20 (priority will be given to faculty in CLASS departments with no travel funds; second priority will be given to faculty who can demonstrate partial departmental support for travel; third priority will be given to faculty seeking to attend a second professional meeting during the academic year).
2. Quality of opportunity for faculty member to participate in the particular professional meeting.

All travel related to professional meetings must have prior Chrome River authorization regardless of the source of funding (departmental, external, or personal). As long as the faculty member's travel is pre-authorized in Chrome River, it will be possible to receive retroactive reimbursement for travel from this grant.

Travel for fall awards must occur between August 19, 2019-December 2019; and January 1, 2020-August 15, 2020 for spring awards. If the travel does not take place during these timeframes, the funding is returned to the college.