**Deadline**: Applications for the **first round** of 2017-2018 Travel Grants will be accepted until **May 11, 2017**. Round 2 is contingent upon funding availability.

**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 will 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 is limited to one award per faculty per fiscal year. 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.

Funding cannot be transferred to students.

* 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.

Include acceptance rate.

* Priority will be given to travel that advances the department’s or college’s area of excellence.
* Priority will be given to faculty who demonstrate departmental and/or college support through partial funding, but who don’t have other travel funding (grants, etc.). Include a scan of a travel request with department head’s and dean’s approvals and other funding sources.
* Priority will be given to faculty who **do not hold** an endowed Professorship.
* Previous travel will not be funded.

**Eligibility requirements:**

* Priority will be given to tenure-track faculty.
* Priority will be given to faculty who hold Level II Graduate Faculty status.
* 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**.

**Application:** Complete the [online application form](http://academicaffairs.louisiana.edu/node/1188) which includes the following information:

* Conference information (including dates and the 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).
* Attach three-year curriculum vita (**maximum 16 MB**).
* Attach a scan of travel request, project description, justification, and letters of support (**maximum 16 MB**).
  + A **scan** of **travel request** with department head’s and dean’s approvals and funding. Include all funding sources.
  + A **description** of the scholarly or creative activity
  + A **justification** for travel (**min. 300 words-max 1,000 words**)--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.
* Submit application and uploaded attachments online [(1) CV, (2) Travel Request, Description, Justification]

**Post Award Procedures:**

* Upon award of a travel grant, the faculty is to submit the hard copy of the *Travel Request Form*, indicating “Research Travel Grant Award” in the top right corner (over the Travel Request No.) and describe 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, 2018.**
* Submit a *Travel Reimbursement Form* to the Office of Faculty Affairs attaching the conference program to verify the occurrence of the presentation, exhibition, or performance.