

University of Louisiana at Lafayette

Faculty Travel Grant Guidelines

Purpose: The Offices of the President, Provost/Vice President for Academic Affairs, Vice President for Administration and Finance, and the Vice President for Research, Innovation, and Economic Development support faculty travel grants. These grants are specifically for UL Lafayette faculty travel to present original research primarily at national scholarly conferences. Academic Affairs, the Office of Student and Faculty Excellence administers these funds.

Awards: \$750 or \$1000. A reduced award amount may be provided to align with anticipated total travel expenditures.

Eligibility Requirements

- Faculty must hold full-time appointments for the year. Visiting Faculty, Emergency Temp Faculty, and adjuncts are not eligible to apply.
- Faculty may be undergraduate or graduate faculty, tenured, tenure-track, or non-tenure track.
- Faculty must **be conducting a conference presentation** and must include notice of conference proposal acceptance or letter of invitation.
- Faculty members are eligible for **one research travel award per fiscal year**.
- Previous travel will not be funded.
- **Professorship or Chair holders are not eligible to apply for a travel grant.**
- U.S. continental travel only

The following criteria will be considered in granting awards from the Faculty Research Travel Grant Program:

- Funding is only for personal presentation of original scholarly and or creative work.
- All conferences must be peer-reviewed; highly selective conferences are encouraged.
- Conference presentations should advance the department or college area of excellence.
- Likelihood that the proposal generated because of the travel will attract external funding.
- **Priority** is given to:
 - Presentations at conferences with a national focus,
 - Graduate Faculty membership with Full Membership (formerly Level II),
 - Graduate faculty who teach or conduct research in a doctoral program,
 - Tenured or tenure-track status (Professor and Associate Professor rankings prioritized),
 - Non-STEM faculty and/or non-STEM presentations.
 - Purpose of proposed travel,
 - Contribution of travel to the faculty member, departmental, college and/or University, and
 - Overall quality of the application.

Applications

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 (travel fellowships, and sponsor support).
- 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 or enhance professional development, and how it may contribute to the department/school, college, and/or University and your personal growth (maximum 16 MB).

Award Procedures

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- Upon award of a Travel Grant, the awardee is to submit a Pre-Approval for Travel through Chrome River. The report name should be "Faculty Research Travel Grant Award." The award letter should be included with the Pre-Approval Request, as an attachment.
- If a Pre-Approval Request has been submitted prior to being granted the award, then an updated Pre-approval must be submitted with the correct account information. The funding source on the expense report must match the pre-approval.
- Funds awarded for a specific travel grant must not be used for any other purpose or toward any additional travel. Funds not expended will be returned to the travel grant fund.

Deadlines

Applications must be submitted online **prior to travel** to allow time to be granted an award and travel request approval. Notifications will be sent via email, indicating whether you have been awarded a Travel Grant. Awarded Travel Grant funding can be applied only to the specific conference approved on the application submission.

If the awardee is not able to attend the conference due to travel cancellation of original request, the recipient must:

- (1) notify Academic Affairs, Office of Student and Faculty Excellence for the initial award to be released and
- (2) notify the University's Travel Office to cancel the Chrome River pre-approval (if submitted) and thus, unencumber funds.

A new Travel Grant online application must be submitted for each conference and await approval. **(Approval is not transferrable.)** **If Travel Grant funds are used for travel other than that approved, the recipient will be held personally responsible.**