

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 faculty travel to present original research primarily at national and international scholarly conferences or for professional development. Additionally, travel funds may be requested to meet program managers of funding agencies directly related to faculty members' research or creative activity programs for which they have yet to receive external funding. Academic Affairs, the Office of Student and Faculty Excellence administers these funds.

Research Travel Grants

Requirement: Officially accepted conference presentation
Award: \$1000 or \$1500**

Professional Development Travel Grants

Requirement: Attendance at conference to support professional development (or accepted conference presentation)
Award: \$750 or \$1000**

Deadline: 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 Travel Request form (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 the conference or program manager meeting for which they were approved, the recipient will be held personally responsible.

Faculty Research Travel Grants

Eligibility requirements:

- Faculty must hold full-time appointments for the academic 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 accepted or letter of invitation.
- Faculty members are eligible for **one research travel award per year**.
- Previous travel will not be funded.

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 or international 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),
 - Faculty not holding an Endowed Professorship or Endowed Chair, or who do not have travel funds from funded programs,
 - Availability of other funding sources (such as, professorship stipends, grant funding),
 - 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.

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Faculty Travel Grant Guidelines

Faculty Professional Development Travel Grants

Eligibility requirements:

- Faculty must hold full-time appointments, including visiting and emergency temporary positions for the academic year. Adjuncts are not eligible to apply.
- Faculty may be undergraduate or graduate faculty, tenured, tenure-track, or non-tenure track.
- Faculty members are eligible for **one professional development travel award per year**.
- Faculty are not required to conduct a conference presentation, although they may be presenting.
- Previous travel will not be funded.

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

- Undergraduate and graduate faculty,
- Non-tenured and tenured-track faculty,
- **Priority** is given to:
 - Faculty rankings of Assistant Professors and Instructors,
 - Faculty who do not hold an Endowed Professorship or Endowed Chair,
 - Availability of other funding sources such as professorship stipends or grant funding,
 - Purpose of proposed travel,
 - Contribution of travel to professional development and growth of the faculty member to impact at a personal, departmental, college and/or University level,
 - Overall quality of the application.

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., professorship stipends, grants, 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:

- 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” or “Faculty Professional Development Travel Grant Award.” The award letter should be included with the Pre-Approval Request, as an attachment. If the Pre-Approval Request has been submitted prior to being granted the award, then the award letter must be included in the Travel Expense Report. Contact the Office of Purchasing for assistance in submitting a Travel Expense report with a funding change.
- Funds awarded for a specific travel grant may not be utilized for any other purpose or toward any additional travel. Funds not expended will be returned to the travel grant fund.

**A reduced award amount may be provided to align with anticipated total travel expenditures.