

## Memorandum

Date: August 26, 2016

To: CASSH Chairs and Faculty

From: CASSH Resource Allocation Committee

Re: 2016-2017 College of Arts, Social Sciences, and Humanities Travel Funding Request Criteria and Process

The CASSH Resource Allocation Committee (RAC) has been charged with developing criteria for and administering the distribution of at least \$15,600 in college travel funds for the 2016-2017 academic year. To that end, the Committee has established the following guidelines and application process.

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### Guidelines

- Applications should be submitted to the CASSH Dean's Office/Bldg. 11 for one of two deadlines with decisions following within three weeks after the respective deadlines:
  - FALL deadline for submission of applications is 5:00 pm, **Tuesday, September 27, 2016**.
  - SPRING deadline for submission of applications is 5:00 pm, **Friday, January 27, 2017**.
  - For spring or summer travel, faculty may apply for travel funds by the fall deadline if he/she can provide the required information, or wait until the spring deadline.
- **Eligible faculty may apply for funds related to ONE trip for up to \$750 from the CASSH fund for the 2016-2017 fiscal year (Aug. 1, 2016 – July 31, 2017).** However, the amounts of individual travel awards are dependent on the number and priority level of the applications. The Provost's Office will match each RAC approved travel funding request for up to \$750. Therefore, the maximum funding per trip is \$1500 plus any contributions from departments or other sources. **Departments are strongly encouraged to match each travel funding request for up to the maximum allowable amount (\$750).** In other words, the maximum allowable travel request if the department contributes a third of the cost would be \$2250.
- Travel funding will only be approved if it meets the criteria listed below, which are based on the Provost's travel recommendations. Each application must include a statement identifying how the purpose for travel fulfills these criteria.
- Faculty may apply for retroactive funding for travel that occurs before the deadline. However, the application will be reviewed based on the criteria below, and may or may not be funded based on priority and availability of funds.
- Highest priority will be given to travel in support of research and scholarly activities. Travel in support of other activities, including instructional activities, will be funded based on availability of funds.

- Highest priority will be given to tenure-earning and tenured faculty members. Requests from non-tenure track faculty will be prioritized and considered based on available funding and other criteria. **Adjunct, visiting faculty, faculty on sabbatical and post-doctoral associates are not eligible to apply for college travel funding.**
- RAC travel funding may be used for domestic or international travel in support of faculty instructional or scholarly and creative activities, or domestic travel to fulfill professional leadership roles. RAC travel funding cannot be used to support international travel of an administrative nature.
- RAC members will recuse themselves from decisions regarding their own applications.

### **Travel Criteria**

RAC funding may only be used for:

- International or domestic travel in support of scholarly and creative activities (e.g., scholarly presentations, creative performances, field research, or research workshops)
- International or domestic travel in support of instructional activities (e.g., instructional or assessment workshops or presentations, course development, course redesign)
- Domestic travel to academic/professional meetings where one holds a leadership position (e.g. section chair of a conference, officer in a professional association)

### **Additional Information**

- If for any reason travel is not completed, funds must be returned so that they can be used to support other eligible applicants. Please notify Michelle Doyle and RAC Chair.
- Remaining funds not used for approved trip should also be returned, and cannot be used toward a second trip.
- RAC applications are for requesting one of three portions of travel funds (the portion that comes from CASSH, up to \$750). CASSH funds awarded will be matched by the Provost's Office. Departments are strongly encouraged to provide some contribution, yet the amount of departmental support may not necessarily match the amount requested from RAC in some cases where departments are unable to do so.
- When funds permit, RAC tries to utilize the following formula in granting reimbursement:  

$$\text{CASSH contribution} = \text{Provost's contribution} = (\text{total trip cost} - \text{dept. contribution}) / 2$$
 (up to \$750 max.)
- The total reimbursable amount of a trip cannot exceed \$2250, unless the faculty applicant has additional matching funds from the department or other sources.
- Funding cycles are based on the university fiscal year ending in July. Trips that occur prior to fall committee decisions (e.g., from August through early October) will be reimbursed if it meets the criteria and is approved by the committee.
- RAC may not be able to fund all applicants and prioritization of applications will prevail under such circumstances. RAC Committee rejection of a travel application does not necessarily represent a judgment on the merit of a travel application. RAC decisions should not be used as a basis for departmental decisions not to fund travel requests at the departmental level.

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## Application Process

- For travel funding consideration, applicants should submit the following items by the deadline:
  - **completed TAR(s)** (revised 9/1/09)
  - **completed RAC Travel Fund Application** (revised 9/2/14)  
Note: TARs contain some of this information identified on the RAC application form, however space constraints on the TAR limit explanations that will be helpful to RAC members
  - documentation of conference presentation submission or acceptance if available.
- For questions or more information, please contact Diana Williams, CASSH Dean's Office.