CAS FACULTY TRAVEL INITIATIVE

Purpose
The purpose of the CAS travel initiative is to support travel related to faculty research/scholarship/creative activity. Support can be received for either travel for data collection purposes or for presentation of original faculty research/scholarship/ creative activity. Travel for data collection might include travel to a recognized research site, museum, or archive. Travel for presentation of the activity must be to a recognized organized conference or professional meeting. Attending a meeting or chairing a session does not qualify, nor does accepting an invitation to present a seminar or giving a colloquium at another university. Awards are in addition to travel support provided by departments or other sources and can only be received every three (3) years. For questions, contact Michelle Scatton-Tessier, scattonm@uncw.edu. Proposals should be sent to Daniella Murray, murrayd@uncw.edu.

Award and Activities
Each award carries travel support of up to $1000 to be spent by the end of June.

Eligibility
To be eligible, the applicant:

• Must be a full-time 9-month continuing tenure-track or tenured faculty member;

• Cannot receive each award more than once every three (3) years and cannot receive more than one (1) award each academic year.

• If either award is taken as a salary stipend, faculty can teach no more than three (3) credit hours during summer I nor receive other June salary; research funding from internal or external sources is not a barrier if those funds are earmarked entirely for non-salary support (such as supplies, travel, or equipment);

• All travel reimbursements must be submitted by mid-June (airfare can be pre-paid by mid-June for trips as late as mid-August).

Application Deadline
By February 2, the applicant must submit a completed application to the department chair.

Application Proposal
The application should be written for a multi-disciplinary audience within the College of Arts and Sciences. It must include the following:
• The prescribed cover page (appended);
• Attach a separate page to describe the following (150-250 words):
  o Purpose of travel (attach supporting documentation, such as research/data collection plan, letter of invitation, official acceptance of refereed paper, etc.). Include the title of presentation and an abstract.
  o How does the proposed activity and travel contribute to your research/scholarly/creative agenda, your department’s mission, and the mission of the college? How does the proposal contribute to student engagement in research/scholarship/creative activity?)
• Please list amount the department is funding and a list of other travel funding sources (both within and outside UNCW) (Preference will be given to proposals receiving at least partial funding from the appropriate department)
• A budget. List anticipated expenditures.

Selection of Recipients – Procedures
By Friday, February 2, the department chair will forward to the dean’s office, Daniella Murray, murrayd@uncw.edu, those proposals that the chair considers most deserving of the award. By February 16, the dean will convene a group of representative faculty to review the proposals. After consultation with the committee, the dean will announce award recipients by Friday, February 23.

Selection of Recipients – Criteria
Evaluation of proposals will consider the degree to which the proposed travel will contribute to the department/college mission and/or transdisciplinary collaboration, and/or student engagement in research/scholarship/creative activity.

Subsequent Responsibilities
Upon completion of the travel, the recipient will submit to the department chair a report on the completed activity. The chair will forward it, with comments, to the dean, who will forward it to the provost, with the dean's summary comment. Applicants who have not fulfilled subsequent responsibilities for previous awards will not be considered.
Name:______________________________________________________________________

Department:________________________________________________________________________

Proposed Travel Activity:________________________________________________________________________

________________________________________________________________________

Expected Travel dates:___________________________________________

Office Travel Preparer’s Name: ___________________________ Email: _________________

Signature of Applicant:_________________________ Date: ______________

The applicant submitting this proposal is a full-time, 9-month, continuing tenure-track or tenured faculty members. The proposed reasons for travel are reasonable and should have a significant impact on the research/scholarly/creative work by this faculty member.

Signature of Department Chair: ___________________________ Date: ______________