Purpose
The purpose of the CAS Travel Initiatives is to support travel related to faculty research/scholarship/creative activity. They develop from the College’s Strategic Plan to expand opportunities for the production of research, scholarship and creative activities (Priority 2). These awards are considered merit awards and the recipient will be selected on a written proposal. For more information, contact Dr. Jess Boersma: boersmaj@uncw.edu.

Award and Activities
Each award carries travel support of up to $1000 to be spent by the end of June. 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 conference or professional meeting. Attending a meeting or chairing a session does not qualify, nor does accepting an invitation to present a seminar or give 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.

Eligibility
To be eligible, the applicant:

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

• Must not have received the award during the previous three (3) academic years;

• 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: SEPTEMBER 15.
Applications must be received by the department chair by 5p.m. on September 15. If September 15 (or any other award-related deadline) falls on a weekend or holiday, the deadline is changed to the next business day.)
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):
  -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.
  -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 brief narrative budget. List all anticipated expenditures.
• Proposals should be sent to Ms. Cathy Murphy: murphyc@uncw.edu. Only electronic proposals will be accepted.

Selection of Recipients – Deadlines and Procedures
By October 1, the department chair will forward to the dean’s office, murphyc@uncw.edu, those proposals that the chair considers most deserving of the award. By October 15, 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 October 25.

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, nine (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: __________