**SUU CECS FACULTY TRAVEL FUND**

**The SUU College of Engineering and Computational Sciences (CECS) Faculty Travel Fund supports the costs of travel to conferences and professional venues to make formal presentations, exhibitions, or performances involving research, scholarship, or creative activities.**

**FUNDING PRIORITIES:**

1. Activities that promote long-lasting scholarly and professional growth, based on the University and College missions.
2. Activities that benefit students, colleagues, a discipline, and Southern Utah University.
3. Proposals that facilitate active participation in international, national, and regional conferences through papers or other scholarly/creative presentations.

**PROPOSAL REQUIREMENTS:**

1. Applicant information
2. Budget breakdown on the form provided and justification included within the narrative
3. Complete Travel Narrative on pages provided
4. Attached confirmation of acceptance or invitation
5. Current CV for review by the Department Chair, CECS FSSF Committee, and Dean
6. Department Chair comments
7. CECS FSSF Committee comments and vote

**GRANT GUIDELINES:**

**Travel funds are available to faculty who are formal participants at professional meetings, conferences, exhibitions, or performances. Participation is defined as presenting a paper or poster, organizing a session, serving as a discussant, or giving an invited presentation. Requests for other forms of participation must be accompanied by a one-page justification describing the activity and why it should be considered for travel funding. These requests will be evaluated based on the degree to which they disseminate scholarly/creative work and bring credibility to SUU and CECS.**

1. Funding will be limited to one person per department on co-authored papers or presentations. For papers involving cross-discipline projects or performances requiring additional participants, more than one faculty member may apply.
2. There is a maximum of $2,500 per person per academic year for travel in the United States or up to $3,500 per person per academic year for travel outside the United States. Faculty may have a maximum combined total of $3,500 from all FSSF funding per academic year.
3. In the case of multiple conference travel or research requests, separate proposals should be submitted for each.
4. The award of funds for travel is viewed as a contract between the faculty member, the Department Chair, the CECS FSSF Committee, and the Dean. Any deviation from proposed use of funds requires Dean’s approval.
5. **A report of no more than one page must be submitted to the Dean explaining the benefits and outcome of the travel resulting from the funding request. This report is due within 30 days after return from travel or by June 30th of the current fiscal year, whichever comes first. This report should explain how your participation contributed to your professional development and how the experience can be used to benefit students and colleagues.**
6. Grants are not intended to fund faculty salaries.
7. Grants are not intended to fund program development or marketing ventures.
8. Retroactive travel will not be considered.
9. Applications will be accepted on a rolling basis. Please indicate in the application If there is a date by which notification is needed.
10. Proposals must be completed on the form provided. Incomplete proposals will not be considered.
11. Funds awarded are to be used only by the Faculty Member to which they are awarded for the purposes indicated in the proposal.

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| **SUU FACULTY TRAVEL FUND** | |
| Name:    Tenure Status:  Participation Type:  \_\_\_\_Paper Presentation  \_\_\_\_Poster  \_\_\_\_Discussant  \_\_\_\_Session Organizer  \_\_\_\_Other (Attach Justification) | Email:  Office Phone:  Office Location:  Department:  Date Response Needed:  Amount requested from this fund:  Full cost of proposal: |

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| **Department Chair’s Comments:** Department Chair should indicate his/her assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The Department Chair should be objective in the analysis and point out strengths and weaknesses. | | | | |
| **CECS FSSF Committee Comments:** The CECS FSSF Committee should indicate their assessment of the proposal and how the proposed activity supports the mission of the College. The Committee should be objective in their analysis and point out strengths and weaknesses. A vote of the Committee should be included.  **Vote of CECS FSSF Committee:** In Favor \_\_\_\_\_\_\_ Against \_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_ | | | | |
| **BUDGET BREAKDOWN** | | | | |
| Category | | Total Funds | Other Funding | Funds Requested from FSSF Grant |
| **Airfare** | |  |  |  |
| **Travel Insurance\*** | |  |  |  |
| **Car rental, taxis, shuttles, gas/mileage**  (see [*https://www.suu.edu/fleet/rates.html*](https://www.suu.edu/fleet/rates.html)*)* *(Provide an itemized statement or explain in last section of travel narrative.)* | |  |  |  |
| **Food**  University per diem rate (see [*https://www.suu.edu/fleet/rates.html*](https://www.suu.edu/fleet/rates.html)*)* minus meals provided to conference participants.  # of days \_\_\_\_\_ | |  |  |  |
| **Lodging**  # of nights \_\_\_\_\_\_ | |  |  |  |
| **Registration/Conference Fees** | |  |  |  |
| **TOTAL** | |  |  |  |

**\***Insurance to cover the cost of **international** travel is now required. This can be done either through the individual airlines or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event and protects both the faculty member and the FSSF from risk of loss.

**Travel Narrative**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Conference or Professional Venue: | | Dates of Participation: | Location: |
|  | |  |  |
| Category of Conference or Professional Venue | | Acceptance Rate for Conference Participation (if applicable) | |
| \_\_ Regional \_\_ National \_\_ International | |  | |
| Did you have a paper or presentation accepted or were you invited? (attach verification) | Title of Presentation | | |
|  |  | | |

**Proposal Overview**

1. **Abstract of the Funding Request (Max. 250 words)**

Provide a brief description of the activity requested for funding.

1. **Disciplinary and Career Impact (Max. 100 words)**

Describe the merit of the activity in a broader discussion of how this work fits within your discipline and how this will help your professional development. Please explain the impact you expect this to have on students and colleagues.

1. **Venue (Max. 75 words)**

Provide the name and location of the conference or creative activity and the importance of the venue to the discipline.

1. **Funding History (Max. 200 words)**

Provide the following information for all funds awarded over the past two years, including:

1) Source of funding (NEH, Faculty Development etc.), 2) amount awarded, 3) purpose of the funding, and 4) whether a final report has been submitted.

1. **Contributors (Max. 75 words, Information only)**

Describe other contributors to the activity and whether they will be attending.

1. **Budget (Max. 75 words)**

Explain how your budget plan is reasonable and cost effective.

1. **CV**

Please attach CV when submitting proposal.

**SUU CECS FACULTY PROJECT FUND**

**The SUU CECS Faculty Project Fund provides support for a wide variety of needs associated with developing and supporting research, creative, and scholarly projects. This fund is intended to encourage faculty to participate in scholarly activities and to engage students in undergraduate research. Funds may be requested for equipment, supplies, software, research assistants, and other costs directly related to research anticipated to lead to publication.**

**FUNDING PRIORITIES:**

1. Activities that promote long-lasting scholarly and professional growth based on the University and College missions.
2. Activities and research that benefit students, colleagues, a discipline, and Southern Utah University.
3. Proposals that lead to predictable and direct results capable of receiving public attention, such as a publication in a peer-reviewed journal or by a reputable publisher.
4. Proposals that have the potential for generating future external funding through grants.

**PROPOSAL REQUIREMENTS:**

1. Applicant information
2. Budget breakdown on the form provided and justification included within the narrative
3. Complete Research/Project Narrative
4. Current CV for review by Department Chair, CECS FSSF Committee, and Dean
5. Department Chair comments
6. CECS FSSF Committee comments and vote

**GRANT GUIDELINES:**

1. Grant proposals will include a narrative based on background and significance of the research/project, how it enhances teaching and scholarship, the expected tangible/intangible results, measurable objectives, and a complete budget.
2. Funding must support direct needs of faculty research.
3. Proposals must be complete on the form provided. Incomplete proposals will not be considered.
4. There is a maximum of $2,500 per person per academic year for approved projects. If a faculty member has one project which will be funded over multiple years, the total award cannot exceed $3,500 for that project. Faculty members have a combined total of up to $3,500 from all FSSF funding per academic year.
5. In the case of multiple travel or research requests, separate proposals should be submitted for each.
6. The award of funds for this grant is viewed as a contract between the faculty member, Department Chair, CECS FSSF Committee, and the Dean. Any deviation from proposed use of funds requires the Dean’s approval.
7. **A report of no more than one page explaining the outcome of the research/project is due June 30th of the current fiscal year. This report should explain how this project contributed to your professional development, any results, and how the experience can be used to benefit students and colleagues.**
8. Grants are not intended to fund faculty salaries. Funds may be used for staff/student salaries.
9. Applications will be accepted on a rolling basis. Please indicate in the application If there is a date by which notification is needed.
10. Capital equipment may not be purchased with grant funds.
11. Funds awarded are to be used only by the Faculty Member to which they are awarded for the purposes indicated in the proposal.

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| **SUU CECS FACULTY PROJECT FUND** | |
| Name:    Tenure Status:  Department: | Email:  Office Phone:  Office Location:  Date Response Needed:  Amount requested from this fund:  Full cost of proposal: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department Chair’s Comments:** Department Chair should indicate his/her assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The Department Chair should be objective in the analysis and point out strengths and weaknesses. | | | | |
| **CECS FSSF Committee Comments:** The CECS FSSF Committee should indicate their assessment of the proposal and how the proposed activity supports the mission of the College. The Committee should be objective in their analysis and point out strengths and weaknesses. A vote of the Committee should be included.  **Vote of CECS FSSF Committee:** In Favor \_\_\_\_\_\_\_ Against \_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_ | | | | |
| **BUDGET BREAKDOWN** | | | | |
| Category | | Total Funds | Other Funding | Funds Requested from FSSF |
| **Materials & Supplies**  *(Provide an itemized statement on a separate sheet for the items needed)* | |  |  |  |
| **Expense for printing materials** | |  |  |  |
| **Airfare** | |  |  |  |
| **Travel Insurance\*** | |  |  |  |
| **Car rental, taxis, shuttles, gas/mileage**  See <https://www.suu.edu/fleet/rates.html> for mileage rates *(Provide an itemized statement on a separate sheet for the items needed)* | |  |  |  |
| **Food**  University per diem rate  (See [*https://www.suu.edu/fleet/rates.html*](https://www.suu.edu/fleet/rates.html)*)*  # of days \_\_\_\_\_\_\_\_ | |  |  |  |
| **Lodging**  # of nights \_\_\_\_\_\_\_ | |  |  |  |
| **Research budget funds** | |  |  |  |
| **TOTAL** | |  |  |  |

**\***Insurance to cover the cost of international travel is now required. This can be done either through the individual airlines or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event and protects both the faculty member and the FSSF from risk of loss.

**Research Narrative**

***(Proof of IRB approval must be attached if it is required for the research being done.)***

1. **Abstract of Proposed Activity (Max. 250 words)**

Provide a complete description of the project.

1. **Disciplinary and Career Impact (Max. 100 words)**

Describe the merit of the activity in a broader discussion of how this work fits within your discipline and how this will help your professional development. Please explain the impact you expect this to have on students and colleagues.

1. **Funding History (Max. 200 words)**

Provide the following information for all funds awarded over the past two years, including:

1) Source of funding (NEH, Faculty Development etc.), 2) amount awarded, 3) purpose of the funding, and 4) whether a final report has been submitted.

1. **Contributors (Max. 75 words)**

Describe other contributors to the activity and whether they will be attending.

1. **Budget (Max. 75 words)**

Explain how your budget plan is reasonable and cost effective.

1. **Process (Max. 150 words)**

Provide a timetable for project phases and project completion. Clearly describe procedures/activities for achieving objectives. If the project requires travel, specify the venue(s) to be visited and explain why travel is necessary. If project requires access to specialized resources, specify what they are, explain why they are necessary, and describe how you will gain access to them.

1. **Final Product (Max. 150 words)**

Describe the deliverable products of this project, the means by which they will be delivered, and the intended audience.

1. **CV**

Please attach CV when submitting proposal.