

Faculty Travel Support Program Guidelines

2023-2024

**Updated: 08/15/2023*

Program Description

While the department/school (or external grant funding,) should remain the primary source for funding travel for faculty, the Faculty Travel Support Program is available to supplement departmental support by **matching funds up to \$800** for presenting research or creative works at academic or professional conferences/forums.

There will be three cycles for the travel program in fall, spring, and summer with application evaluation taking place immediately following the deadline of each cycle.

Conference travel after September 1, 2023 and prior to August 31, 2024 will be considered for the program. Faculty who are traveling prior to application decisions being determined will still be eligible to receive funds in the form of reimbursement.

Eligibility

Eligibility requirements are as follows:

1. Must have a UTRGV full-time faculty appointment.
2. Be in good standing with the institution having completed the outside activities and interest disclosure, required compliance trainings, and have no disciplinary actions in the past year.
3. Have not received travel support funds in a previous cycle during that academic year.
4. Must have a research/scholarship expectation as part of their faculty appointment and be evaluated on scholarly work.
5. Faculty member has been accepted to present, exhibit, or perform at a major regional, national, or international academic or professional conference.
 - Applications pending acceptance will not be considered for funding. Applicants should apply after their acceptance has been received.

Application Process & Deadline

<u>Submission Deadline*</u>	<u>Notification Date</u>
October 2, 2023	Mid-Late October
February 15, 2024	Early March
May 1, 2024	Mid-May

*Only complete applications will be evaluated.

APPLICATION PROCESS

- 1) Submit [Online Application Form](#) by the appropriate deadline for review.
 - a. Evidence of acceptance for presentation/paper/exhibit/performance is required.
 - b. Faculty may request up to \$800.

- 2) All chairs will be contacted, and chair support is required to receive funding. As such, ***it is encouraged that all applicants approach their chair/director prior to application with the request for departmental funds to support their travel.***
- a. Chairs will be asked to identify one of the following levels of support for their faculty's travel:
- **0 (Faculty does not qualify):** Due to the role and responsibilities of the faculty member, the faculty member does not qualify for this funding.
 - **1 (Some support):** I support this travel and believe it is somewhat valuable for the faculty member.
 - **2 (Highest Support):** This is a very important opportunity for the faculty member that I fully support.

Evaluation Criteria

Applications will be evaluated based on the following criteria. Please note that criteria is subject to change.

- Faculty rank
- Chair support ranking
- Financial need
- Type of conference/forum where work will be presented
- Type of presentation

Program Guidelines & Requirements

- The Faculty Travel Support Program is intended to supplement, not replace, Departmental/School or external grant funding, which will remain the primary source for funding research related travel for faculty.
- Priority will be given to Tenure-Track applicants followed by those who have research stipulated as part of their academic title and workload.
- Funds must be used for the travel specified in the application. *If extenuating circumstances prevent this, changes will be considered on a case-by-case basis by the Office of the Provost.*
- Awarding recommendations will be made by the Faculty Research Council ([per HOP ADM 06-304](#)) to the Provost or designee who will make the final determination.