

September 6, 2011

TO: COSS Dept. Chairs and Faculty

FROM: Jan English-Lueck, Associate Dean

SUBJECT: College of Social Sciences Special Travel Grant Program
APPLICATIONS DUE: Oct. 28, 2011, 4:00 PM

We have set aside monies this year to fund a special travel grant program for the academic year 2011-2012. All faculty, tenure track, tenured, and lecturers in our college may apply for funds up to \$750 to support travel to conferences and professional meetings, at which they have documented roles such as presenting a paper or organizing and/or chairing a session. Travel for research purposes may also be considered. Travel only to attend a meeting or conference, with no participatory role, will not be funded. All funded travel must occur between July 1, 2011, and June 30, 2012. **INTERNATIONAL TRAVEL MUST BE APPROVED BY THE DEAN, PROVOST AND PRESIDENT AT LEAST THIRTY (30) DAYS PRIOR TO THE TRIP. International travel will be awarded from COSS foundation funds, only. No state funds (general fund or continuing education) can be used for international travel.**

Each department is asked to consider at least partially matching requests for funding from their applicants. If matching funds are offered, the department chair needs to complete and sign the bottom portion of the application, specifying the dollar amount the department is committing as matching funds. Preference may be given to those applications with at least partially matching departmental funds. Please note that international travel must be funded only by Tower or Research Foundation funds (no state funds).

In addition to the attached application form, faculty should also submit an approval of travel form for either domestic or international travel (signed by the department chair) as an attachment to this application. Domestic travel requires that this form be signed by the chair and the dean. **INTERNATIONAL TRAVEL requires** approval by the Provost and the President, no later than 30 days prior to the trip. There are **NO EXCEPTIONS** to this requirement. Please use the approval of travel form provided on the Provost's website: <http://www.sjsu.edu/provost/travel/>

If awarded a grant, the faculty member must submit a travel claim immediately upon return from their trip. This claim must be accompanied by original, itemized receipts for eligible expenses. International travel will require an SJSU Research Foundation Travel claim (www.sjsufoundation.org). All other claims should be completed on an SJSU travel claim, available via peoplesoft (see your department administrative

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support person). Please see the university travel website for more information on submitting a state claim, <http://www.sjsu.edu/pass/ap/travel/>

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**COLLEGE OF SOCIAL SCIENCES
SPECIAL TRAVEL GRANTS**

NAME: _____ **Phone:** _____

DEPARTMENT: _____ **Email:** _____

Use the space below to apply for a COSS Special Travel Grant:

Please describe the Fall 2011 or Spring 2012 conference or professional meeting you plan to attend, or the research trip you plan to take (maximum one page). Be specific about your participatory role, i.e., presenting a paper, chairing a panel, etc. In addition, append a budget and any relevant supporting documents (e.g., letter of acceptance from conference). The trip must occur between July 1, 2011 and June 30, 2012 if domestic. If international, it cannot occur until after approval is received from the Provost and President.

Grants for travel are available up to \$750 for faculty. Only one travel award may be granted for the academic year. Tenure-track faculty may receive priority in awards consideration. As a supplement to the COSS award, departments may offer full or partial matching funds. (NOTE: international travel can only be funded with SJSU research or tower funds – no state funds). If some level of matching funds are being offered, the chair must specify the amount and sign below. Preference may be given to those applications with departmental matching funds. **The College Research Committee will meet to make recommendations to the Dean for award of these grants.**

REMINDER: All travel reimbursements require: (1) an approval of travel form, (2) a travel claim filed immediately upon return from your trip, and (3) original, itemized receipts for eligible expenses. INTERNATIONAL TRAVEL requires an approval of travel form signed by the Dean, Provost and President, NO LATER THAN 30 days PRIOR to your trip date. (NO EXCEPTIONS).

To be completed by applicant:

Total requested from COSS grant (do not include dept. matching funds): _____

I understand the requirements of this grant as indicated above and on the attached memo to Department Chairs and Faculty re. COSS Special Travel Grant Program.

Applicant's Signature: _____ **Date:** _____

To be completed by department chair:

I agree to match the COSS grant with department funds totaling: \$ _____ (only include dept. funds on this line). NOTE: international travel can only be funded with SJSU research or tower foundation funds, no state funds.

Chair's Signature: _____ **Date:** _____

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