

To: Tenured, Tenure-track, and Lecturer Faculty  
From: Shishir Mathur, Associate Dean of Research  
Re: Summer and Fall 2018 Travel Award  
Deadline: August 31, 2018, 5:00 pm

Tenured, tenure-track, and lecturer faculty are invited to apply for up to \$1,250 to support travel to conferences and professional meetings, at which they have documented roles. Preference for funding will be given to talks presenting research papers or other scholarly activity over other conference roles (such as, a panelist, or a panel or a conference organizer). Travel only to attend a meeting or a conference, with no participatory role, will not be funded.

#### Timeline:

- August 31, 2018: Deadline to submit application material.
- September 14, 2018: Travel award recipients notified by Dean's Office.
- Travel must occur between May 26, 2018 and December 21, 2018.

#### Other important information:

1. The travel grants are contingent on receiving funding from the SJSU Office of Research.
2. Faculty will be awarded no more than one travel grant during the period Summer 2018 to Spring 2019. Another call for proposals is likely to be announced in a few months for the Winter and Spring 2019 Travel awards. Approximately 10-12 awards would be made in each cycle.
3. RSCA Advisory Committee members are eligible to apply for an award under this program. However, committee applicants will be recused from reviewing and voting on proposals.
4. Travel authorization, submitted and approved via FTS, must be submitted before travel can occur. Funds will not be disbursed for travel that occurs without authorization. Note that in-state and national travel requires approval from the Chair and the Dean. International travel requires approval of the Provost and the President, 45 days prior to the trip. Contact your department office manager for assistance in applying for travel approval.

**Email applications to Shishir Mathur at [shishir.mathur@sjsu.edu](mailto:shishir.mathur@sjsu.edu) by August 31, 2018, 5:00 pm. Feel free to email Shishir with any questions.**

CoSS RSCA Travel Award Application SUMMER and FALL 2018

## COSS RSCA TRAVEL AWARD APPLICATION – SUMMER AND FALL 2018

NAME: \_\_\_\_\_

Phone: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Email: \_\_\_\_\_

### **Provide the following information:**

Conference Title:

Conference Website:

Conference Dates:

Presentation Title:

Abstract:

Describe your role at the conference (such as, a paper presenter, a session organizer, etc.):

Describe the value of the conference to your scholarly career:

We encourage networking with potential collaborators, funders, or publishers. Describe how you might network at the conference:

Has other funding been secured for this travel? If so, how much and from what source?

**Total funds requested from CoSS for travel:** \_\_\_\_\_

**Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(or, email the approval to shishir.mathur@sjsu.edu; attach the complete application with the approval email)

### **Attach these other materials:**

1. A budget that breaks down costs (such as, the travel cost to and from the conference, conference registration fee, lodging charges, and meals) and shows any other funding received for the travel.
2. A letter of acceptance from the conference organizers or other supporting documents such as a conference program and a presentation schedule showing the title and the date/time of presentation.
3. Documentation of approved international travel if such travel is proposed within 45 days of submitting this application.

### **REQUIREMENTS for REIMBURSEMENT:**

**(a)** To be reimbursed, faculty must provide to their departments: (1) a paper copy of the electronically signed approval of travel form signed before travel occurred, (2) authorization for international travel signed before travel occurred (if applicable), (3) a travel claim filed upon return from your trip, and (4) original, itemized receipts for eligible expenses.

**(b)** Receipts and/or travel forms for reimbursement must be submitted within one month of travel.

**(c)** No claims exceeding the amount approved by the Dean will be paid.

My signature shows I understand the requirements for reimbursement listed above and that I will report the outcome of this award to the Dean's Office.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EVALUATION CRITERIA FOR PROPOSALS

Proposals for Travel Awards will be evaluated by an appropriate college committee on a 5-point scale as follows:

- 1) Talks presenting research papers or other scholarly/creative activities (4 points)
- 2) Value of the conference to scholarly career and/or networking potential (1.0 point)

Other documented roles at the conference (e.g., as a panelist, or as a panel or a conference organizer) will be used to rank-order proposals that receive equal points, that is, to break ties.

