

To: Tenured, Tenure-track, and Lecturer Faculty
From: Shishir Mathur, Associate Dean of Research
Re: Winter and Spring 2019 Travel Award
Deadline: January 25, 2019, 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, with other conference roles secondary to this travel. Preference will also be given for a presentation of original work for the first time, or its major revision, over a discussion of the wider field. Travel only to attend a meeting or a conference, with no participatory role, will not be funded.

Timeline:

- January 25, 2019: Deadline to submit application materials.
- February 15, 2019: Travel award recipients notified by the Dean's Office.
- Travel must occur between December 22, 2018 and May 31, 2019.

Other important information:

1. Faculty will not be given more than one travel award in AY 2018-2019. Therefore, faculty who received Summer and Fall 2018 Travel Award are not eligible to apply.
2. Approximately 10 awards would be made.
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. All funds must be spent and claimed for reimbursement by May 31, 2019.
5. 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 require 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 by January 25, 2019, 5:00 pm. Feel free to email Shishir with any questions.

CoSS RSCA TRAVEL AWARD APPLICATION – WINTER AND SPRING 2019

NAME: _____

Phone: _____

DEPARTMENT: _____

Email: _____

Provide the following information:

Conference Title:

Conference Website:

Conference Dates:

Presentation Title:

Abstract:

Describe your role/s at the conference (such as paper presenter, 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:

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

Total 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 that includes the conference title, and your name, presentation title and 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) authorization for travel before travel occurred, (2) a travel claim filed upon return from your trip, and (3) original, itemized receipts for eligible expenses.
- (b) Submit receipts and/or travel forms for reimbursement within one month of travel or latest by May 31, 2019.
- (c) No claims exceeding the amount approved by the Dean will be paid.

My signature shows I understand the requirements for reimbursement listed above.

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 point)

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

