

To: Tenured, Tenure-track, and Lecturer Faculty
From: Shishir Mathur, Associate Dean of Research
Re: Summer 2019 Travel Award
Deadline: April 15, 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: a) talks presenting research papers or other scholarly activity, with other conference roles such as discussant, session organizer, secondary to this role; b) a presentation of original work for the first time, or its major revision, over a discussion of the wider field; c) tenured and tenure-track faculty; and d) faculty who have not received any travel award in AY 2018-2019—Summer and Fall 2018 Travel Award or the Winter and Spring 2019 Travel Award. Only the stronger application will be funded if two co-presenters of the same conference paper apply. Travel only to attend a meeting or a conference, with no participatory role, will not be funded.

Timeline:

- April 15, 2019: Deadline to submit application material.
- April 29, 2019: Travel award recipients notified by Dean's Office.
- Travel must occur between June 1, 2019 and August 18, 2019.

Other important information:

1. Approximately 7 awards will be made.
2. 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.
3. All funds must be spent by August 18, 2019.
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 require approval from the Chair and the Dean. International travel requires approval of the Provost and the President, 45 days prior to the trip.
5. While applying for travel authorization, select funding source as "Travel Paid by Non-University Funds". If you are filling the travel authorization form before receiving the travel award, under "Additional Trip Details" enter the following "Applied for CoSS Summer 2019 Travel Award to be paid through CoSS Research Foundation Cost Share Account". If you are filling the travel authorization form after receiving the travel award, under "Additional Trip Details" enter the following "CoSS Summer 2019 Travel Award to be paid through CoSS Research Foundation Cost Share Account" and attach the Award Letter/Email.
6. If you are planning on supplementing CoSS Summer 2019 Travel Award with other university funds, such as department funds, under the "Additional Trip Details" section note the following "Plan to supplement CoSS Summer 2019 Travel Award with other funds (specify the funds)". Please contact your department office manager, or Vanetia Johnston or Debbie Mullin at the Dean's office, for assistance with applying for travel approval.

Email applications to Shishir Mathur at shishir.mathur@sjsu.edu by April 15, 2019, 5:00 pm. Feel free to email Shishir with any questions.

CoSS RSCA TRAVEL AWARD APPLICATION – SUMMER 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 (please be as specific as possible):

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) Fill out the Research Foundation Travel Expense Claim Form (<http://www.sjsu.edu/researchfoundation/formsdir/Travel%20Expense%20Claim%20Form.pdf>). In the Requisition # of the claim form enter the FTS authorization number. Leave the Account Number blank.
- (b) Sign the claim form, attach receipts, obtain department chair's signature, and provide all these documents to the Dean's Office for processing within one month of travel or latest by August 30, 2019.
- (c) If you receive department or university funds in addition to the CoSS Summer 2019 Travel Award, go into FTS and create a travel reimbursement form. In the "Additional Trip Details" section specify the funding source and reference the FTS travel authorization number (TR#). Amount of this reimbursement is only the department/university supplemental amount. Reach out to your department office manager for assistance with "Funding Source/Chartfield".
- (d) 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:** _____

CoSS RSCA Travel Award Application SUMMER 2019

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., a panel or a conference organizer, a track or a section chair, etc.) will be used to rank-order proposals that receive equal points, that is, to break ties.

