Faculty Travel Grant Application Guidelines

I. OVERVIEW
The Senate Scholarly Activities Committee (SSAC), elected by the University Senate, awards grants based on the merits of the proposal, the merits of the project, and the availability of funds. This application form is to be used to request travel grants only; other SSAC forms are available to request research and publication funding.

A. Program Objective The SSAC awards travel grants to faculty and staff to enable them to attend professional meetings in order to make presentations of their research or scholarly endeavors. Any type of travel that will enhance a faculty member’s research or creative abilities is eligible for support; however, travel for the purpose of collecting research data or travel related to the conduct of research is ineligible under this category. Travel requests related to the conduct of research should be submitted on the SSAC research grant application.

B. Limitations The total funds available to the Committee for travel grants depends on the amount of funds made available to the SSAC; these funds are derived from indirect cost monies received by the University through externally supported research programs and projects.

While there are no specific limits on the amount of funds that can be requested by a faculty member for a given project, past awards have been limited to airfare at the supersaver rate as a maximum.

The Committee will not consider more than one travel application from an individual at any one meeting.

Only one travel grant will be awarded to a faculty member for travel dates between September 16, 2011 and September 15, 2012. However, such awards may be requested concurrent with an active SSAC research or publication grant.

Unless detailed justification is provided for two presenters of the same paper, the SSAC will fund only one presenter.

Final reports for all completed previous SSAC research grants must be on file with the SSAC before new proposals will be considered for funding.

The Committee WILL NOT provide funds for travel already completed. However, awards can be made contingent on receipt of a letter of acceptance from the meeting at which a paper is to be presented or a program listing the applicant among the presenters. Therefore, if you will be traveling during the specified dates, but do not yet have a letter of
acceptance, please DO submit your application at this time. If an award is made, an account will be set up for you after you submit proper evidence of acceptance for presentation.

II. ALLOWABLE AND UNALLOWABLE COSTS

The SSAC will consider the following requests for funds to travel, listed in order of priority for funding:

- Travel to professional meetings to present papers (This is the only category funded in recent years due to funding constraints).
- Travel to locations to confer with collaborators on research projects.
- Travel to laboratories or research facilities.
- Travel to attend workshops.
- Travel to attend professional meetings

Cost items which are not allowable in SSAC travel grant applications are

- Funds for travel related to the conduct of research (submit on SSAC Research/Creativity Activity Application Form).
- Travel funds related to the improvement of a faculty member’s teaching will not be considered by the SSAC (request from Office of Instructional Development).
- Funds for travel already completed.

III. ELIGIBILITY REQUIREMENTS

All faculty members of the University of North Dakota are eligible to apply for and receive grants subject to the limitations indicated in Section I, B. However, individuals whose full-time responsibility at the University is in administration are eligible for SSAC support only if their proposal pertains to work in their academic field.

Because the main purpose of SSAC grants is to encourage and develop the scholarly expertise and professional reputation of UND faculty, applicants who receive an award and subsequently find they will be leaving the University must notify the Committee chairperson and discuss possible termination of the grant.

IV. AWARD CRITERIA

The Committee will review the following factors in considering your application

- Official notice of presentation.
- Number of SSAC awards previously received by applicant (preference is given to first time applicants).
• Years at UND (new faculty are given priority).

V. APPLICATION AND AWARD PROCESS

A. Proposal Requirements To apply for a travel grant, complete the attached form and attach official presentation notification.

All proposals must be signed by the applicant and the department chairperson, and a copy sent to the dean of the college.

B. Deadlines Application deadlines are set by the SSAC each year. Generally, there are several competitions. The actual deadlines for submitting proposals will be announced in the University Letter and on RD&C’s web page.

Completed applications must be submitted to RD&C by 4:30 p.m. and an electronic copy sent to Julie.solheim@research.und.edu on the specified deadline.

VI. REVIEW AND NOTIFICATION

A. Committee Action Applications received by the deadline will be reviewed and acted upon by the SSAC at its first scheduled meeting after a given deadline. Applications may be:

• Funded fully
• Funded in part
• Funded contingent on modifications
• Rejected
• Deferred for future action.

Applicants will receive a letter from the SSAC Chairperson soon after the Committee's deliberations, indicating the decision of the SSAC. In cases of approval with modification, contingencies, rejection or deferral, the letter will indicate the reasons for the Committee's action and any additional information required to complete action on the application. For those projects approved by the Committee, a Notification of Award specifying the amount and duration of the award will accompany the letter. A copy of the award letter will be sent to the chair of the department and the dean of the college.

B. Grant Period Awards are made for periods of up to one year but are generally for shorter time periods. The exact dates will be specified on the Notice of Award. Unexpended funds from individual grants will revert to the general research account unless a written request for an extension and justification (with a current financial report) is submitted and authorized by the SSAC at least one month prior to the termination date.

Faculty desiring a time extension should file a request with the SSAC. The letter should specify the requested new termination date and a current financial report should be appended. In no instance will an extension be permitted for more than one year beyond the original termination date.
**C. Deviations from Approved Budget** Because the funds available to the Senate Scholarly Activities Committee are limited, any over-expenditure of SSAC accounts will be the responsibility of the awardee.

Travel awards may be used only for the purposes indicated in the approved application, and may not be diverted to other types of research expenses. Any over-expenditures are the responsibility of the faculty member.

In general, awards are made for a specific project and the scope of work described. If, in unusual circumstances, there is a surplus of money, use of awards funds for purposes outside of those listed in the approved budget can only occur after approval of a formal request for budgetary revision. Requests for budgetary revisions must be accepted by the Chair or full committee of the SSAC.

**VII. ADMINISTRATION OF AWARD**

In order to reimburse for the approved travel expenses, faculty must complete the required UND authorization forms which must have final approval from Accounting Services. All travel reimbursement documents must be transmitted through RD&C for approval if any of the travel costs are to be covered by Senate Scholarly Activities Committee funds.

All travel expenses shall be reimbursed at rates not to exceed the current travel policy of the University. As determined by the size of the travel award, reimbursement may be considered for less than allowed by the University policy.