

**College of Humanities and Social Sciences**  
**Fall 2017 Faculty Travel Grants**  
**Request for Proposals. Deadline for Application: September 21, 2017**

**Purpose of Program:**

The Dean's Office solicits applications for Faculty Travel Grants each fall and spring semester. Applicants may request a maximum of \$1,250 for travel support to present research papers and other forms of scholarship at professional meetings. The Fall 2017 Travel Grants cover travel initiated between October 7, 2017 and March 31, 2018, with all travel funds to be expended by May 15, 2018. All permanent, Logan-based faculty are eligible to apply. RCDE faculty are encouraged to seek travel support from their home campuses.

**Application Review:**

A panel of CHaSS faculty will review Travel Grant proposals and make recommendations regarding their appropriateness and priority for support. Please direct questions about this grant program and its procedures to Associate Dean Eric Reither ([eric.reither@usu.edu](mailto:eric.reither@usu.edu); 797-9856) in the Dean's Office.

**Final Report:**

If your proposal is selected for funding, a one-page report summarizing the outcome of the activity must be submitted to Eric Reither. New proposals will not be considered if final reports have not been submitted to the Dean's Office for previous CHaSS Faculty Travel Grants. These reports may be attached to new proposal submissions.

**Proposal Format. All proposals must contain the following components:**

1. The completed cover sheet with all appropriate signatures (next page).
2. A two-page summary of the project/activity for which you seek funding. In your summary, please do the following: (1) briefly describe the project/activity and the conference where you plan to present; (2) discuss the significance of the project within your field of study, as well as the impact your presentation could have in advancing scholarly knowledge; (3) explain why this presentation is important to your program of research and professional development. Please do not use the abstract from a presentation for your summary.
3. A two-page vita that includes recent/relevant publications and scholarly activities, number of years at USU, education, faculty rank and other information relevant to your funding request.
4. The completed CHaSS Travel Grant budget form. Please make sure costs are broken down into separate line items (e.g., airfare, shuttle, lodging, meals) and use standard USU rates for per diem, Logan-SLC airport mileage, and so forth. Contact Barry Harris in the CHaSS Dean's Office at 797-1200 for questions related to grant accounts and standard rates.
5. A list of all travel funds available to you for the 2017-2018 academic year (e.g., departmental travel funds), including any funds already expended.

Please submit all materials electronically to Eric Reither in the CHaSS Dean's Office at [eric.reither@usu.edu](mailto:eric.reither@usu.edu) by 5 p.m. on September 21, 2017.

**CHaSS Faculty Travel Grants Fall 2017 Cover Sheet**

Applicant: \_\_\_\_\_  
Name Dept. Email A Number

Paper/Project Title: \_\_\_\_\_

Are you the lead author? \_\_\_\_\_ If no, please explain why you plan to present this research:

\_\_\_\_\_

Meeting/Professional Organization: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Total cost of travel: \_\_\_\_\_ Amount Requested from CHaSS: \_\_\_\_\_

Travel Start Date: \_\_\_\_\_ Travel End Date: \_\_\_\_\_

Checklist of required proposal components:

- 1. Completed cover sheet
- 2. Two-page summary of paper/project
- 3. Current two-page vita
- 4. Completed CHaSS Travel Grant Budget Form
- 5. Page listing all travel funding for 2017-2018, including funds already expended.

\_\_\_\_\_  
PI Date Dept. Head Date

\_\_\_\_\_  
Co-PI Date Co-PI Date

\_\_\_\_\_  
Co-PI Date Other (include title) Date