

College of Humanities and Social Sciences
Request for Proposals: Spring 2018 Faculty Travel Grants
Deadline for Application: January 26, 2018

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 Spring 2018 Travel Grants cover travel initiated between February 15, 2018 and October 15, 2018, with all travel funds to be expended by November 1, 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; 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 professional development as a researcher. 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 by 5 p.m. on January 26, 2018.

CHaSS Faculty Travel Grants Spring 2018 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