

## Request for Proposals: Spring 2019 Faculty Travel Grants

Deadline for Application: January 25, 2019

### Purpose of Program:

Faculty Travel Grants support the dissemination of research and other forms of scholarship at professional meetings. Applicants may request a maximum of \$1,250 in each award cycle. The Spring 2019 Travel Grants cover travel initiated between February 15, 2019 and October 15, 2019, with all travel funds to be expended by November 15, 2019. All permanent, Logan-based faculty in the College of Humanities and Social Sciences (CHaSS) 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 your conference 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 your project and conference activity. In your summary, please do the following: (1) briefly describe your project 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 (or other conference activity) could have in advancing scholarly knowledge; (3) explain why this presentation is important to your professional development. Please do not use the abstract from a presentation for your summary.
3. A two-page vita that includes 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 2018-2019 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) before 5 p.m. on January 25, 2019.

## CHaSS Faculty Travel Grants Spring 2019 Cover Sheet

Applicant: \_\_\_\_\_  
Name Department 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 2018-2019, including funds already expended.

\_\_\_\_\_  
PI Date

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

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

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

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

\_\_\_\_\_  
Other (include title) Date