



**CHaSS Faculty Conference Grant**  
**Request for Proposals**

The College of Humanities and Social Sciences invites faculty and post-docs at every USU campus to apply for a **CHaSS Faculty Conference Grant**. These grants fund the dissemination of research and other forms of scholarship, such as innovative teaching approaches and scholarship of teaching and learning. Faculty may apply for a maximum of \$1,000 per project/trip for in-person conferences and a maximum of \$500 per project/trip for virtual conferences.

Conference presentations must advance the faculty's research agenda and/or teaching trajectory, as outlined in their role statement.

**ELIGIBILITY: Funding is limited and competitive.** Applicants should consider their funding needs for the entire academic year and first seek funding from their home departments.

- Awards cover expenses related to a faculty member's role as an official presenter (or co-presenter) at professional conferences, meetings, and/or workshops. Awards do not cover faculty expenses related to serving as a discussant, commentator, or non-participant attendee. Should you have questions about whether your participation would be deemed eligible, please contact Associate Dean Julia Gossard.
- A faculty member's presentation does not need to be accepted at the time of application. Faculty members, however, will need to submit evidence of their presentation's acceptance prior to receiving funding. These acceptances can be uploaded [here](#). In the event that a CHaSS-funded presentation is not accepted to the proposed conference, the award will not be paid out to the faculty member.
- Faculty are eligible for one award per fiscal year (July 1-June 30), for a maximum of \$1,000 in CHaSS Faculty Conference Grant funding.

*In 2022-23, there are 4 Application Cycles:*

- Cycle 1: Covers travel October 1-December 31 (Due by September 15)
  - Cycle 2: Covers travel January 1-March 30 (Due by December 1)
  - Cycle 3: Covers travel April 1-June 30 (Due by March 1)
  - Cycle 4: Covers travel July 1-September 30 (Due by April 1)\*  
*\*This cycle uses funding from a new fiscal year. If you receive an award from an earlier cycle, you are eligible for a new award this cycle.*
- *Note: If a faculty member would like to attend a conference virtually but already received CHaSS funding in an earlier cycle and exhausted their departmental funding, contact the Associate Dean for Research who may be able to help with virtual conference fees.*

**INSTRUCTIONS:** [Please fill out the corresponding online form and upload relevant documentation about the conference you plan on attending to that form.](#) Since funding is limited, this program is competitive. Faculty are strongly encouraged to carefully proofread their applications, upload complete files,

and submit their application well in advance of the deadline in case of technological difficulties. *Applications received via email will **not** be accepted.*

Please make sure you have discussed your application with your Department Head as they will receive a notification of your application via email upon submission.

#### *Application File Components to Prepare*

- **Narrative (2-pages);** This narrative should be organized in the following format and in the following order:
  - **Part I: Overview:** Briefly describe (in 2-3 paragraphs) both your project/presentation and the conference;
  - **Part II: Significance of Presentation/Project to Field/Scholarly Community:** Describe the project/presentation's significance to the advancement of scholarly knowledge in your field as well as humanities and social sciences more generally;
  - **Part III: Significance of Presentation/Project to Faculty's Role Statement/Work-in-Progress:** Explain the importance of this presentation to your research and/or teaching trajectory and professional development as outlined in your role statement. Be sure that you address any publications or opportunities that this presentation is a part of currently or in the future.
- **Short C.V. (2-pages)**
- Completed **CHaSS Budget Form**

**Application Review:** A panel of CHaSS faculty reviews applications, scores each application according to a rubric, and make recommendations to the Associate Dean for grant support. Please direct questions about this grant program to Associate Dean Julia Gossard ([julia.gossard@usu.edu](mailto:julia.gossard@usu.edu)).

**Receiving Funds:** Funds can only be used for travel expenses and must adhere to Utah State University's travel policies and procedures (<https://www.usu.edu/travel/procedures>). You will need to save and submit all receipts to be reimbursed for your costs up to the approved award amount listed on your award letter. Expenses beyond the approved award amount are the applicant's responsibility. It is suggested that you seek additional funding from your home department. Please contact your department's business manager or the CHaSS Financial Officer, Maegan Hunter ([Maegan.Hunter@usu.edu](mailto:Maegan.Hunter@usu.edu)), for questions related to index numbers and reimbursements.

**Final Report:** If you have previously received a CHaSS Faculty Conference Grant, please ensure that you have turned in a one-page report summarizing the outcome of your conference activity. **Make sure to highlight how this award has advanced your research trajectory in regard to publications and/or external grant submissions.** Applicants who have an outstanding report from a previous award will not be considered for another CHaSS Faculty Conference Grant. There is, however, an option at the end of this form to turn in a final report for a previous award.