

University of Central Missouri Scholarly Activity Fund

Application for Support of Faculty Travel

*****Please first fill out the form electronically, then print to obtain signatures.*****

Faculty Member Information

Name: _____
Last First Middle

Email: _____ Campus Phone: _____

Department: _____ Campus Address: _____

Date of initial full-time status: _____ Are you in a tenure-track position? ☐ Yes ☐ No

Summary of Meeting

Name of Meeting: _____

Level of organization: ☐ International ☐ National ☐ Regional/ State

Name of Sponsoring Organization: _____

Location: _____ Dates of Meeting: _____

Co-Presenter(s) seeking travel support from this fund: ☐ No ☐ Yes Name(s): _____

Purpose of Attendance

Please see the second page for criteria for the four categories of faculty travel supported by the Scholarly Activity Fund and the documentation required for each category. Select only one:

☐ **Cat I:** Meeting Presentation ☐ **Cat II:** Meeting Facilitation ☐ **Cat III:** 1st/2nd Year Faculty ☐ **Cat IV:** Student Sponsor

Estimated Expenses

Transportation: \$ _____ Meals: \$ _____ Lodging: \$ _____

Registration: \$ _____ Other: \$ _____ Total: \$ _____

Estimated Alternative Funding Sources

Department: \$ _____ CTL: \$ _____ External: \$ _____ Other: \$ _____

Levels of Funding Support

Amount Requested

Scholarly Activity Fund

Travel outside of the United States – up to \$1500

Scholarly Activity Fund

National travel (outside of the region) – up to \$1000

Scholarly Activity Fund

Regional/State travel (any state that borders Missouri) – up to \$750

Amount Approved

Approval Signatures

Date

for office use only

Required Signatures

Date

The above information is complete and accurate and the required documentation is attached.

Faculty Member: _____

Department Chair: _____

College Dean: _____

Supported Categories of Faculty Travel for Dissemination of Scholarly Work

Please check the category for which type of support is requested and attach the required documentation.

CATEGORY I:

☐ **Meeting Presentation**

Type of Presentation

- ☐ Paper
- ☐ Poster
- ☐ Academic exhibit
- ☐ Workshop

Documentation required:

- ☐ A copy of the acceptance notification
- ☐ A description of the selection process
- ☐ An abstract of the paper/poster or description of the exhibit/workshop

☐ **Musical or Dramatic Performance, or Art Exhibit**

- ☐ Musical performance
- ☐ Dramatic performance
- ☐ Art exhibit

Documentation required:

- ☐ Basis for request to perform
- ☐ A description of the selection process
- ☐ A statement of the nature and importance of performance or exhibit

CATEGORY II:

☐ **Meeting Facilitation**

Professional Duties

- ☐ Session or panel chair
- ☐ Panel discussion-non paper/commentator
- ☐ Critic/juror

Documentation required:

- ☐ A description of the selection process, duties, and responsibilities
- ☐ A statement identifying the nature of panel, session or exhibition

National Officer Duties

- ☐ President
- ☐ Vice President
- ☐ Secretary
- ☐ Treasurer

Documentation required:

- ☐ A statement identifying election process and length of term
- ☐ A description of the anticipated activities, duties, and responsibilities
- ☐ A description of the selection process

☐ **Elected Delegate Duties**

Documentation required:

- ☐ A description of the selection process, duties, and responsibilities

CATEGORY III:

☐ **1st or 2nd Year Faculty Member (from first date of hire)**

Documentation required:

- ☐ Statement indicating date of full-time status
- ☐ Conference brochure or flyer

CATEGORY IV:

☐ **Student Sponsor – for the dissemination of scholarly work performed by students under a faculty's guidance**

Documentation required:

- ☐ Name of student/s you are sponsoring: _____
- ☐ A description of sponsor requirements and responsibilities
 - If more than one faculty sponsor is required, please also include justification for the need of multiple sponsors and the names of co-sponsors. Funding will be limited to two (2) maximum sponsors per trip.
- ☐ An abstract of the students' scholarly work for presentation
- ☐ A description of the selection and/or acceptance process
- ☐ A copy of the acceptance notification

Please submit the completed application and required documentation to: Graduate Education and Research, **WDE 1900**

Scholarly Activity Fund Eligibility Terms and Procedure

These funds support full-time faculty who must travel for the purpose of dissemination of scholarly work at state/regional, national, or international professional meetings or events. Faculty may be awarded up to \$1000 per fiscal year for travel within the United States, or up to \$1500 for an International trip *every other* fiscal year. These allocations may be split between two or more professional meetings or events. If a faculty member would like to utilize their allocation in this way, they will need to submit an application for each trip. Applications may be submitted at any time as long as they are submitted **10 business days prior to the travel date** to the Graduate Education and Research office. All fields in the application must be completed, **all the required signatures** procured, and supporting documentation provided in order for an application to be processed. Applications are subject to denial should they not meet the parameters as outlined under the listed categories. **All travel expense summaries or receipts should be forwarded to Accounts Payable.** We do not require you to submit any copies of this type of documentation. Upon returning from your trip, please have the departmental office professional apply for reimbursement online at: **<http://www.ucmo.edu/graduate/faculty/saf/reimburse.cfm>**

Individuals that are selected to represent UCM by receiving a Scholarly Activity Fund allocation will be urged to participate in the Graduate Scholars Symposium to be held in Spring semesters, or in other forms of dissemination to the campus community to be organized by Graduate Education and Research.

All inquiries can be directed to:

Graduate Education and Research
Ward Edwards 1900
ger@ucmo.edu
660-543-4729