

2008-2009 Presidential Travel Award Program

October 20, 2008

Dear Faculty:

We are pleased to announce another round of funding for the Presidential Travel Award Program to support faculty participation in conferences and other research-related travel. This year we also encourage travel related to assessment and student learning in your discipline. The President will provide funds for travel in fall 2008 and spring and summer 2009. These funds will be distributed to faculty in the four schools and the library. Again, we ask that your applications come through the offices of your chairperson and dean.

We will consider all applications from full and part-time faculty that meet the following criteria:

1. The travel in question takes place between September 1, 2008 and August 31, 2009. If the application is for reimbursement for a trip already taken, receipts must be submitted with the application.
2. There is a description, no longer than one page in length, of **either**:
 1. the conference/meeting the applicant wishes to attend, including dates and place, and how attendance/presentation will contribute to his or her research or enhance his or her professional profile. The applicant must identify his or her role at the meeting (e.g., convener, moderator, program planner, presenter, attendee, etc.) and the title of the work, if applicable. If the conference or workshop is related to learning and assessment, the applicant must indicate how attending the conference will enhance teaching, learning, or assessment at Hunter College.
 2. the use of the travel funds for other research related activities (e.g., data collection, meeting with research collaborators, etc.), including dates, place, and how the activity will contribute to his or her research or enhance his or her professional profile.
3. The applicant includes the actual or anticipated costs of attendance (e.g., registration, travel, lodging, food, etc.) and indicates if any of the costs will be covered by another source, or if the applicant will be paid or reimbursed for his or her participation.
4. The attached cover sheet is completed, signed by the applicant and his or her department chair or supervisor, and included as the first page of the proposal.

All faculty who receive awards to fund research-related travel are asked to submit an abstract of their presentation or, where appropriate, a description of their research activities, to the offices to their chairs and deans when they return from their trips. All faculty who travel for assessment- and learning-related purposes are expected to host an event or prepare materials in which they

share what they have learned with their Hunter colleagues, and to report to their chairs and deans on that event.

All applications are due to department chairs by November 7th and must be forwarded to the deans by November 14th. Proposals will first be evaluated within the applicants' respective schools and recommendations will be forwarded to the Office of the Provost by November 20th. Final awards will be announced by December 5th.

Out-of-cycle applications will be considered if an opportunity arises after recommendations are forwarded to the Office of the Provost.

Please be advised that you may not receive all the money that you request. Award amounts will depend on the number and quality of applications received. Preference will be given to faculty who are presenting their work or collecting data.

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).

Presidential Travel Grant Program

Application Cover Sheet 2008-2009

NAME: _____

DEPARTMENT: _____

RANK: _____

TENURE: YES__ NO__

TELEPHONE: _____

E-MAIL: _____

CONFERENCE/MEETING NAME/LOCATION: _____

DATES OF ATTENDANCE: _____

TOTAL AMOOUNT REQUESTED: _____

APPLICANT SIGNATURE: _____

DEPARTMENT CHAIR SIGNATURE: _____