

Date: September 5, 2013  
To: Full-time Faculty in the Professorial Ranks  
From: Vita C. Rabinowitz  
Provost and Vice President for Academic Affairs  
Subject: 2013 – 2014 Presidential Travel Award Program

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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 again encourage travel related to assessment and student learning in your discipline. The President will provide funds for travel in fall 2013 and spring and summer 2014. These funds will be distributed to faculty in the five schools and the library. We ask that your applications come through the offices of your chairperson and dean.

This year, applications that meet the following criteria will be accepted from full-time faculty in the professorial ranks (i.e., Assistant Professors, Associate Professors, Professors, Distinguished Professors):

1. The travel in question takes place between September 1, 2013 and August 31, 2014. 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**:
  - a. 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.
  - b. 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.

**In order to increase efficiency, all components of the application (except original receipts for travel that has already been completed) must be submitted electronically – paper applications will no longer be accepted.**

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 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 1, 2013** and must be forwarded to the deans by **November 8, 2013**. Deans should forward proposals to the Office of the Provost by **December 2, 2013**. We anticipate that final awards will be announced in February 2014.

While out-of-cycle applications will be considered if an opportunity arises after applications are forwarded to the Office of the Provost, we ask that you do your best to anticipate your travel needs for the covered period (i.e., September 1, 2013 – August 31, 2014) and submit your application by November 1st, if at all possible. Given the available resources, we anticipate that out-of-cycle awards will be very limited this year.

In addition, given the increased demand for these awards each year and the current economic climate, please be advised that in all likelihood you will not receive all, or even most of the money that you request. As always, 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).

**Hunter College**  
**2013 – 2014 Presidential Travel Grant Program**  
**Application Cover Sheet**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Rank: \_\_\_\_\_

Tenured: Yes \_\_\_\_\_ No \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Conference/Meeting Name/Location: \_\_\_\_\_

\_\_\_\_\_

Purpose (e.g., Present at /Attend Conference, Data Collection): \_\_\_\_\_

\_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Are you are submitting original receipts with this application Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Department Chair Signature