

Date: August 27, 2015
To: Full-time Faculty in the Professorial Ranks
From: Lon S. Kaufman
Acting Provost and Vice President for Academic Affairs
Subject: 2015 – 2016 Presidential Travel Award Program

We are pleased to announce another year 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 throughout the academic year, including the summer. 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, 2015 and August 31, 2016. 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.
5. **Outcomes for internal (Hunter College) funding applicants have received over the past 4 years.** Please **click here** (https://docs.google.com/forms/d/1u4MGq1k4-You0EQBGDmaaoK_Qkh8uN3iVPO5aKSZYF8/viewform) to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from

the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement and Presidential Travel Awards. Requests for funding from the Presidential Travel Award Program will not be considered if applicants do not enter outcomes from internal funding received over the past 4 years.

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.

To better meet the needs of the faculty, applications may be submitted in three different cycles, and a limited number to out-of-cycle applications will be accepted after the third cycle deadline has passed:

Cycle 1: Applications are due to Department Chairs on September 15, 2015 > Due to Deans offices on September 22, 2015 > Due to Provost Office on October 5, 2015 > Faculty Notification by November 16, 2015

Cycle 2: Applications are due to Department Chairs on November 23, 2015 > Due to Deans offices on December 7, 2015 > Due to Provost Office on February 1, 2016 > Faculty Notification by March 1, 2016.

Cycle 3: Applications due to Department Chairs on March 1, 2016 > Due to Deans Offices on March 15, 2016 > Due to Provost Office April 1, 2016 > Faculty Notification by May 1, 2016

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 academic year and submit your application by March 1, 2016, 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
2015 – 2016 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