

Date: July 26, 2016
To: Full-time Faculty in the Professorial Ranks
From: Lon Kaufman
Acting Provost and Vice President for Academic Affairs
Subject: 2016 – 2017 Presidential Travel Award Program

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 during 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.

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, 2016 and August 31, 2017. 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, or
 - 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 required to submit an abstract of their presentation or, where appropriate, a description of their research activities, to their chair and dean 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 chair and dean on that event.

Applications Deadlines:

- Applications are due to Department Chairs no later than October 7, 2016
- Applications are due to Deans offices no later than October 17, 2016
- Applications are due to Provost Office no later than October 24, 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 no later than October 7, 2016.

As always, award amounts of each will depend on the number and quality of applications received and the potential for impact on scholarship and teaching. Preference will be given to faculty who are presenting their scholarship or collecting data.

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

Hunter College
2016 – 2017 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