

Office of the Provost

Date: September 28, 2018  
To: Full-time Faculty in the Professorial Ranks  
From: Lon Kaufman, Provost and Vice President for Academic Affairs  
Subject: 2018 - 2019 [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. Proposals for travel related to assessment and student learning in your discipline will also be considered. The President will provide funds for travel during the academic year, including the summer. These funds will be distributed to faculty in all schools and the library.

Online applications meeting 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, 2018 and August 31, 2019. If the application is for reimbursement for a trip already taken, receipts may be submitted with the application.
2. There is a **description** of:
  - 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. **Outcomes for internal (Hunter College) funding applicants have received over the past 3 years.** Please 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 3 years.

In order to increase efficiency and ease of application, all requests for funds must be submitted via the online form available here: <https://tinyurl.com/Presidential-Travel-Award>

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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 Deadline:**

- **Applications are due to Department Chairs no later than October 19, 2018 via <https://tinyurl.com/Presidential-Travel-Award>**

Award amounts 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 research.

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