

Office of the Provost

Date: September 23, 2019
To: Full-time Faculty in the Professorial Ranks
From: Lon Kaufman, Provost and Vice President for Academic Affairs
Subject: 2019 - 2020 [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. 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, and Distinguished Professors):

1. The travel in question takes place between September 1, 2019 and August 31, 2020.
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. Brief description of how the travel will contribute to your research, teaching, or enhance your professional profile

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>

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.

HUNTER

The City University of New York

Office of the Provost

Applications Deadline: October 18, 2019 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).

NOTE: If you are applying for more than one trip, please submit a separate application for each.