

Office of the Provost

Date: October 29, 2021
To: Hunter Faculty and Staff Recognized in PSC-CUNY Contract
From: Valeda Dent, Acting Provost and Vice President for Student Success and Learning
Subject: 2021 - 2022 [Hunter Travel Award](#)

We are pleased to announce another round of funding for the Hunter Travel Award Program to support participation in professional conferences. This program is open to all Hunter employees recognized in the PSC-CUNY contract. Funds are available for conferences completed September 1, 2021 - August 20, 2022. Applications are due no later than December 1, 2021. Decisions are expected in Mid-January 2022. Please use only this online form; no paper forms will be considered.

For Adjuncts: Reimbursement **must** be made within the period of appointment.

1. The travel in question takes place between September 1, 2021 and August 20, 2022.
2. Given current COVID conditions, we recognize that many conferences may be virtual; funding is available for those registration fees. If you wish to attend an in-person conference, please note the current CUNY protocols require a petition for travel waiver be submitted for travel outside New York State: <https://www1.cuny.edu/sites/global/wp-content/uploads/sites/11/media-assets/Petition-for-Domestic-or-Intl-Travel-under-COVID-19-.pdf>
3. 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.
4. 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.
5. **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 in previous cycles.

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In order to increase efficiency and ease of application, all requests for funds must be submitted via the online form available [here](#).

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.

Deadline: Applications are due no later than December 1, 2021 via:

<https://webforms.hunter.cuny.edu/provost/view.php?id=46696>

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 and staff 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).