

Office of the Provost

Date: October 29, 2021

To: Full-time Faculty in the Professorial Ranks

From: Valeda Dent, Acting Provost and Vice President for Student Success and Learning

Subject: 2021 - 2022 [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 and 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, 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](https://www1.cuny.edu/sites/global/wp-content/uploads/sites/11/media-assets/Petition-for-Domestic-or-Intl-Travel-under-COVID-19-.pdf) 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 work's title, 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 three 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

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Program will not be considered if applicants do not enter outcomes from internal funding received over the past three years.

To increase efficiency and ease of application, all requests for funds must be submitted via the online form available here: <https://tinyurl.com/PresidentialTravelApplication>

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 to share what they have learned with their Hunter colleagues and report to their chair and dean on that event.

Applications Deadline:

Applications are due no later than December 1, 2021, via
<https://tinyurl.com/PresidentialTravelApplication>

Award amounts will depend on the number and quality of applications received and the potential 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 contact the Office of the Provost provost@hunter.cuny.edu.