

Date: September 11, 2017
To: Full-time Faculty in the Professorial Ranks
From: Lon Kaufman
Acting Provost and Vice President for Academic Affairs
Subject: 2017 - 2018 [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. These funds are awarded by the President's Office. 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, 2017 and August 31, 2018. 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.

This year, we will prioritize applications from faculty who also apply, if eligible, for travel funds from other sources, such as funds available from the host or sponsoring organization, and the CUNY Academy: <http://cunyufs.org/academy/>

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

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.

Application Deadline: October 12, 2017. (The Provost's Office will forward completed applications to department chairs and deans.)

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, and to those who demonstrate evidence of seeking other funding.

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

Other funding for travel may be available; those ineligible for the source described above should watch for future announcements and confer with their department chairs and deans.