



## Faculty Travel Grant Guidelines

The Herbert H. and Grace A. Dow College of Health Professions (CHP) is accepting applications for Faculty Travel Grants of **up to \$500**. These grants are competitive and meant to help cover the costs of travel and presenting scholarly work at recognized domestic or international conferences. The presentation can be in an online, platform, or poster format, and must take place within the 2024-2025 fiscal year. Attending a meeting, chairing or moderating, or accepting an invitation to present with a stipend or per diem does not qualify for this grant.

Eligible faculty members include regular full-time tenured, tenure-track, or fixed term. Preference is given to those who have already used their current professional development funds, lack support from their department, and have not received funding from other internal or external sources, such for example as FRCE.

### Fund disbursement

If awarded, the funds will be transferred to the assigned cost center and will be provided through reimbursement only. Allowable expenses may include lodging, meals, transportation (such as taxis, airfare, or mileage), and conference registration. However, alcoholic beverages will not be reimbursed. Faculty members must submit original bills and paid receipts to their department. Please consult your respective department for expense management. Award recipients who do not fulfill these obligations will not receive funding. **Please note that if you receive funding, you are required to present your research results at the CHP Annual Symposium.**

Applications are reviewed twice a year, during the fall and spring submission cycles. The number of grants awarded depends on the quality of the submissions and the availability of funds. Faculty members can only receive a travel award once per academic year.

### Deadlines

- Fall submissions are due before 5 pm on **October 18th, 2024**
- Spring submissions are due before 5 pm on **March 14th, 2025**
- Applicants should expect reviews to be completed within 2-3 weeks following the deadlines. Letters of acceptance/rejection are emailed.
- Applications received after the deadline will not be reviewed

### APPLICATION INSTRUCTIONS

The applicant must clearly and concisely explain why they need funding for a conference trip. To be considered, the following sections must be completed. Each application will be evaluated based only on the materials provided in the proposal.

#### 1. Application Form

Please complete the cover page of the Faculty Travel Grant Application Form below. The form must be signed by the faculty presenter and the chairperson of the respective department. **If you plan to use digital signing, please download the form onto your hard disk and open it with the latest Acrobat version. Please be aware that after digital signatures are applied, the document cannot be modified, for example by including additional PDF pages or changing the text.**

## **2. Brief Information about Conference**

Please provide information about the location, scope, significance, and size of the conference in the Application Form. Also, explain how participating in this conference will contribute to your professional development. Additionally, describe any other conference activities you may be involved in, such as committees or grant/funding appointments. Lastly, indicate whether you are serving as a mentor for any students presenting at the conference and specify the number of students, if applicable.

## **3. Abstract**

In the Application Form, please provide the abstract of the presentation that was submitted for the conference you attend and presented at.

## **4. Budget**

Please provide a detailed list of expenses related to your travel and provide justification. You can either use a table or describe it in paragraph format in the Application Form.

## **5. Supporting Documents**

- Please include in your application a document confirming that your project has been accepted for presentation. No funding will be provided for presentations that are not accepted.
- Please include in your application a documented approval of your travel by the Dean of the CHP (if applicable).

## **6. Submission of application**

Please combine the Application Form and supporting documents into one document. Save it as a single PDF file and email this file to **Dr. Ksenia Ustinova** at [ustin1k@cmich.edu](mailto:ustin1k@cmich.edu). In the subject line of the email, please type your last name followed by "CHP Faculty Travel Grant". If you have any questions about the submission process, please ask them no later than 24 hours before the submission deadline.

# FACULTY TRAVEL GRANT APPLICATION

**Presentation Title**

**Conference Name**

<b>Presentation Type</b>	<b>State</b>	<b>Regional</b>	<b>National</b>	<b>International</b>
	<b>Poster</b>	<b>Platform</b>	<b>Invited Talk</b>	

**Faculty Presenter**

**Email**

**Department/Program**

**Phone**

**Budget Requested** \$

**Total Trip Expense** \$

**Other CMU Funding\*** \$

*\*Please indicate additional funding, applied for or received to support this trip. If you have start-up funds or other monies remaining in research accounts, and these monies are not being used, please explain why in the below space.*

## **Additional Information and Special Consideration (Yes, No)**

**Yes**

**No**

- Are all scholarly activities within your Online Faculty Information System (OFIS) current from the last 2 years? If “No”, funds will not be awarded
- Will you accept partial funding if full funding is not available?
- Have you previously received funding for this project through the CHP or FRCE?
- Do you plan to present research results at the CHP Annual Symposium?

*Note: If University employment is terminated within the approved grant timeline, any unspent funds will revert back to the CHP.*

*Should funds be spent after leaving the University, I agree to reimburse the College the amount spent after the date of termination of employment.*

## **AUTHORIZING SIGNATURES\***

**Applicant**

**Date**

**Department Chair**

**Date**

*\*Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with a pencil.*

**Brief Information about Conference**

**Abstract**

**Budget (describe in the table provided or in paragraph form)**

Item	Justification	Funding Source	Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$