

2008-2009
COLLEGE OF ARTS & SCIENCES
DEAN'S TRAVEL FUND FOR UNTENURED (TENURE-TRACK) FACULTY

The purpose of this fund is to support participation in scholarly/professional meetings or events of similar importance where the faculty member is beyond the first year at UB and personally presenting her or his research, scholarly, or creative activity. Faculty requesting funding for activities other than the presentation of a research paper should explain how the proposed activity is equivalent.

The fund supports travel expenses, including transportation (not to exceed coach-class airfare), registration, lodging, meals, etc. Standard university procedures concerning allowable expenses, with appropriate receipts, are to be followed. If a privately owned automobile is used for travel, reimbursement will be for mileage at the current university rate. **Awards will be made until funding is exhausted.**

Annual grants up to \$1,000 are available to untenured (tenure-track) faculty who have no travel allowance as part of their employment contract and have no other source of support from the College of Arts and Sciences. Funding for successful applicants will be transferred to their department's account.

Proposals will be reviewed for travel that occurs between 1 July 2008 and 30 June 2009. If, after an award has been made, the presentation is not accepted, Dr. Oak is to be notified and the award canceled. Those funds will then be used for other travel grants.

The submission process begins with a brief application to the department chair (copy attached). The chair will evaluate the request, consider a commitment of departmental funds, and make a recommendation. **A departmental match in full or part is encouraged since the intent of this program is to increase the support for travel available to individual faculty members, not supplant existing sources of support.**

Application must precede the dates of travel and may be made at any time **before 1 May 2009**. Do **not** include original material or receipts. Awards usually will be determined within 30 days. **This information is also available on the CAS website:** <http://www.cas.buffalo.edu/faculty/index.php> Applications are submitted to the department chair. The department chairperson evaluates the request and then forwards it to Associate Dean Lorraine Oak, 810 Clemens Hall.

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APPLICATION FOR TRAVEL SUPPORT FOR PRESENTATION OF ORIGINAL WORK

The Dean's Travel Fund supports travel to personally present original research and/or creative activity at professional/scholarly meetings. **Application must precede dates of travel** and may be made at any time **before 1 May 2009**. Do **not** include original material or receipts. Awards usually will be determined within 30 days. Please submit this completed form to your department chair who will evaluate and endorse your proposal and forward it to Associate Dean Lorraine Oak, 810 Clemens Hall.

Applicant Name _____ Title/Rank _____

Campus Address _____ Phone Number _____

Department _____

Amount Requested _____

Give the complete **title** (no acronyms) of the professional meeting or scholarly conference, the complete **name of the sponsoring organization** (if not apparent), **the meeting location** (city, state, country), and **the inclusive dates of your attendance**.

Expenses		Support Requested and Received (PLEASE COMPLETE)		
			Requested	Received
Airfare	\$ _____	Dept. Funds	\$ _____	\$ _____
Auto	_____	Research Grant Support	_____	_____
Lodging	_____	Dean's Travel Fund	<input type="text"/>	_____
Meals	_____	Other (specify)	_____	_____
Registration	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	_____

SIGNATURES:

Submitted by _____ Date _____

Department Endorsement _____, Chair Date _____

Approved _____, Dean Date _____

Please attach a brief (one-half page) **explanation of your presentation**, including its title. Do not attach an abstract.

Check the reason your presentation will be included in the conference/meeting program:

_____ Contributed in response to a general call for presentations, but not subject to peer review by external scholars prior to its acceptance or presentation.

_____ Invited by a conference official who is a scholar, but not subject to peer review by other external scholars prior to its presentation.

_____ Contributed OR invited, BUT SUBJECT TO PEER REVIEW BY EXTERNAL SCHOLAR(S) prior to its acceptance for presentation at the meeting.

Other (specify) _____

CHECK the most applicable item relative to your presentation METHOD:

_____ Oral presentation

_____ Poster presentation

_____ Roundtable or panel discussion format

Other _____

Time allotted for your presentation _____

Other travel support has been requested from _____

_____ approved _____ disapproved _____ pending

TO BE COMPLETED BY DEPARTMENT CHAIR

The merit of this proposal is:

_____ excellent; _____ above average; _____ average; _____ below average.

Comments:

Signature _____

Department Chair