

COLLEGE OF ARTS AND SCIENCES TRAVEL GRANTS
Revised December 2006

Purpose: The College of Arts and Sciences will provide financial support (as available) for travel expenses incurred by regular, tenure track faculty who present their research and scholarly activity.

Eligibility requirements:

- Applicants must hold regular, tenured or tenure track positions at Boise State University.
- Examples of eligible travel expenses would include presentations of research in scholarly meetings, preparing/presenting performances or art works, delivering a lecture upon invitation to a scholarly venue and so forth.
- Applicants must present a copy of the notice of selection, the invitation or similar evidence that a jury or review panel has vetted the presentation. If your presentation proposal has not yet been accepted by the time the grant application is due, submit all the other information. If your grant application is approved, funding will be contingent upon COAS receipt of evidence that a jury or review panel has vetted the presentation. Evidence the presentation has been vetted and accepted must be provided to COAS *before* you travel.
- The applicant may not have received a College of Arts and Sciences Travel Grant in the preceding two award periods.
- The applicant's home department must provide funding for the same travel request that is equal or greater to the amount requested in the application.
- Awards will be made for \$300.00 (or less) for domestic travel and \$500.00 (or less) for international travel.

Application procedures:

- Complete the "College of Arts and Sciences Travel Grants Application Form" (photocopy as necessary).
- Selection and awarding of travel grants will be made based upon the applicant's narrative (of no more than 250 words - one, double spaced, type-written page) that addresses these points:
 1. Compare the venue with other organizations, meetings, or conferences serving your discipline.

2. Explain the importance of the research or creative activity you will be presenting as it relates to your past and your future professional development. Also describe the potential or real impact your presentation will make within your department and/or your discipline.
3. How was your presentation/creative activity reviewed and chosen for participation?
4. Submit the application by 30 November for travel occurring between 1 January and 30 June or submit the application by 30 May for travel occurring between 1 July and 31 December.

Notification:

- Applications will be reviewed immediately after the relevant deadline.
- Recipients will be notified in writing within two weeks following the relevant deadline.
- Grant funds will be transferred to an appropriate account within the recipient's home department. If a grant application receives a contingent approval, funds will be transferred to the home department *after* COAS receives evidence the presentation has been vetted and accepted.

**COLLEGE OF ARTS AND SCIENCES TRAVEL GRANT
APPLICATION FORM**

-please type-

Deadlines:
30 November for travel occurring between 1 January and 30 June
30 May for travel occurring between 1 July and 31 December

Submission Date _____

APPLICANT INFORMATION

(Attach an itemized expense estimate including transportation, lodging, meals, etc., your letter of invitation or notice of selection and your 250 word narrative and send to the Associate Dean's office, 601 Education Building, MS 1500.)

Applicant's name: _____

Academic rank and tenure status: _____

Department: _____

Event and name of sponsoring organization: _____

Location: _____

Dates of Event: _____

ESTIMATE OF TRAVEL EXPENSES

Total cost of travel: \$ _____

Amount of financial support provided by department: \$ _____
(excluding grant and start up funds)

Amount of financial support provided by other sources: \$ _____

Amount requested of College Arts and Sciences Travel Grant: \$ _____

Applicant's Signature: _____

Department Chair's Approval: _____

Associate Dean's Approval/Denial: _____

\$ _____ Amount Awarded _____ Date and account for fund transfer