

## Provost's Travel Fund Guidelines 2018-2019

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Last Updated: June 2018

### Purpose

The Provost's Travel Fund is designed to help the University of Houston's tenured and tenure-track faculty members and librarians enhance their professional development and increase the visibility of the institution by supporting faculty and librarian travel to present their research or creative activity at meetings with a national or international audience.

### Nature of Support

- The maximum amount of each individual award is set at \$1200.00 for both domestic and international travel. There is not an exception to this amount. Only the most economical fares are eligible for reimbursement under this program.
- Eligible travel expenses include registration fees, airfare, ground transportation, lodging, and meals.
- The fund is not intended to replace support for faculty and librarian travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments). If those sources have been utilized for an earlier presentation, the committee will entertain a request for funds in support of an additional presentation. The intent is to increase the number of times that UH faculty and librarians appear on the programs at national and international peer-reviewed meetings.

### Qualifying Venues

- An award may be allocated only if the faculty member or librarian is presenting his or her research or creative work at a qualifying venue; **and only if there is a peer-review process such that the presentation might have been rejected.**
- Qualifying venues include regular or annual meetings of a national (US or another country's national society) or international professional society; or quadrennial (or otherwise periodically occurring) international congresses that are sponsored by a number of national professional societies. Professional societies are usually defined as those that collect dues, have elected officers, and may have published journals or other outlets for scholarly work. Qualifying venues may also include meetings sponsored by a government agency or industrial society if the meetings are of an academic nature and take place annually or biennially; and juried competitions of a national or international scope that are held regularly. **The peer-reviewed selection process of these qualifying venues should be included in the faculty member's application.**
- Funds are not to be allocated to attend special meetings, Festschrifts, meetings of special interest groups, etc. Funds will not be allocated for travel to participate in non-peer-reviewed roles as a panelist, session chair, or proposal reviewer, even if by invitation.
- The fund is not intended to provide support for a non-peer-reviewed presentation at another university, a museum, or comparable institution, even if by invitation.

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- In the case of a key note presentation, the applicant must provide documentation of a peer-review process and documentation that no external funding is provided for the presentation.
- The requirement that candidates present peer-reviewed work at a venue described above may be modified to take into account the nature of a faculty member's discipline (e.g. performing arts such as the visual arts, music, dance, and theater). Applicants must demonstrate that he or she will be delivering a show or performance at a prestigious venue that will bring national or international attention to the excellence of performing arts at the University of Houston.

### **Applicant Eligibility**

- Only tenured and tenure-track faculty members and librarians are eligible to receive funding from this program. Retired faculty and those on Voluntary Modification of Employment (VMOE) are not eligible.
- For presentation of collaborative research which involves multiple faculty or librarians, only the presenting faculty member or librarian may be supported. In special cases (e.g., duet performances), this limitation may be waived upon recommendation of the appropriate dean, contingent upon available funding.
- If travel has already occurred at the time of application, then faculty and librarians who received reimbursement from any other sources for that travel are not eligible to apply for this fund.
- A faculty member may receive at most one travel award from this program per fiscal year.

### **Application Process and Deadlines**

- A copy of these guidelines and the application form for the Provost's Travel Fund Program are available for download at:

<http://www.uh.edu/provost/faculty/current/grants/travel-fund/>

- Applications must be approved by the appropriate department chair and dean, and will be reviewed for final approval by a faculty/librarian committee. Deans have been directed to approve such requests only if they meet the above guidelines, including the requirement that this fund is not being used as a substitute for (or supplement to) other sources of funding. Applicants must download the application, complete it electronically, print a hardcopy, and obtain the appropriate signatures from their department chair and dean.

Signed application forms and supporting documentation should be submitted prior to the application deadline to [fac-rred@uh.edu](mailto:fac-rred@uh.edu). Only electronic copies will be accepted.

- There are three deadlines per year (one each for fall, spring, summer semester travel) in order to help ensure that funds will be available to faculty and librarians in those disciplines whose meetings are later in the academic calendar. The available funds will be distributed between the two parts of the year. Faculty and librarians may submit applications for funding of travel that has already occurred or will occur as long as the deadline is met. For any question please contact Andrea Charles [archarles2@uh.edu](mailto:archarles2@uh.edu) in the Provost's Office.

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- If the acceptance notice from the conference does not clearly state that it was peer-reviewed, please attach the selection process from the “call for proposals.” The acceptance confirmation must be in English or translated.
- If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application anyway and send the letter of acceptance as soon as it is received.

For the 2018-2019 fiscal year of the program, application deadlines will be as follows:

**October 2, 2018** for travel between September 1, 2018 and February 28, 2019.

**January 29, 2019** for travel between March 1, 2019 and May 31, 2019.

**April 30, 2019** for travel between June 1, 2019 and August 31, 2019.

### **Decision Process**

- A faculty committee appointed by the Provost will review requests for support to ensure conformance to the guidelines and normally will approve those that do conform, subject to availability of funds. Note that the committee will not be reviewing the papers or posters themselves; the peer-review process of the appropriate meetings and the approval processes within the colleges are assumed to have done that work. In case there are more qualifying requests than available funds, the committee will utilize more stringent criteria, including such factors as how recently such support has been provided; it may also fund them in the order received—again noting that a sub-set of the funds will be ear-marked for the second half of the year.
- The faculty committee will begin its review of applications soon after the deadline. Applicants will be notified approximately two weeks after the deadline.
- Upon approval, funds will be provided to the college. It is the college/department's responsibility to process the paperwork associated with the reimbursement.
- Once an application has been approved, no substitutions will be allowed; if an individual wishes to use the program's funds to support a presentation other than the one for which the original application was submitted, he or she must submit an entirely new application prior to the application deadline.