

Provost's Travel Fund Guidelines 2021 - 2022

Last Updated: September 2021

Purpose

The Provost's Travel Fund is designed to provide the University of Houston's tenured and tenure-track faculty members and librarians with opportunities that enhance their research and scholarship while increasing the visibility of the institution by supporting travel to present their research findings or creative activity at professional meetings with a national or international audience.

Nature of Support

- The Provost's Travel Fund is competitive and resources are limited.
- All funding will be awarded on a competitive basis; the total number and (\$) amount of awards provided in any award cycle will depend on the total number and competitiveness of the applications received. The maximum (\$) amount that can be requested for any individual award is \$1200.00, although it is not uncommon that in the case of requests for the maximum level of travel support only a portion of the request will be funded.
- Since total annual funding for the Provost Travel Award is fixed, priority will be given to applications from faculty members who have not received a travel award in the preceding 12 months.
- Eligible travel expenses include registration fees, airfare, ground transportation, lodging, and meals. Only the most economical fares are eligible for reimbursement under this program.
- 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 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 along with the applicants curriculum vita.

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- 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.
- 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. For example, those faculty and librarians in the performing arts such as the visual arts, music, dance, and theater, the applicant 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 full-time tenured and tenure-track faculty members and librarians are eligible to receive funding from this program. Retired faculty members and those on Voluntary Modification of Employment (VMOE) are not eligible.
- * University-sanctioned domestic and international travel must be consistent with the mission of the University and have the Provost's prior approval.
- 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 members 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/>

- Provost's Travel Fund application must be approved by the appropriate department chair and dean. The Provost's Travel Fund Committee will review and make recommendations based upon the established guidelines. 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 hard copy, and obtain the appropriate signatures from their department chair and dean.

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Signed application forms and supporting documentation must be submitted prior to the application deadline to fac-rred@uh.edu only electronically submitted and complete applications will be reviewed.

- There are three deadlines per year (one each for fall, spring, and 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 in the three terms. Faculty and librarians may submit applications for funding of travel that has already occurred or will occur as long as the deadline is met.

October 29, 2021 for travel between September 1, 2021 and February 28, 2022.

January 29, 2022 for travel between March 1, 2022 and May 31, 2022.

April 30, 2022 for travel between June 1, 2022 and August 31, 2022.

- 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.” If the applicant does not provide clear evidence of peer review, the application will be rejected. 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 the application. Send the letter of acceptance as soon as it is received.

- Please contact the Office of Faculty Recruitment, Retention, Equity, and Diversity fac-rred@uh.edu with any questions or concerns.

For the 2021-2022 fiscal year of the program, application deadlines will be as follows:

Decision Process

- A faculty committee appointed by the Provost will review requests for support to ensure that all applications conform to the published requirements.

(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.)

- The faculty committee will begin its review of applications soon after the deadline. Applicants will be notified approximately three 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.