

Provost's Travel Fund Guidelines 2024 - 2025

Last Updated: August 2024

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 did not receive a travel award the preceding academic year.
- 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 faculty members and librarians appear on programs at peer-reviewed meetings and contribute to the University of Houston being a national and international research powerhouse.

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 applicant's 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 a comparable institution, even if by invitation.
- In the case of a keynote 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 consider 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.
- For collaborative research presentation(s), which involves multiple faculty members or librarians, only the primary 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 online. The application should be completed online and then printed.
- 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 complete the application 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 conferences 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. For the 2024-2025 fiscal year of the program, application deadlines will be as follows:

September 30, 2024 for travel between September 1, 2024 and February 28, 2025.

January 27, 2025 for travel between March 1, 2025 and May 31, 2025.

April 28, 2025 for travel between June 1, 2025 and August 31, 2025.

- 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” or other clear evidence of peer review. The acceptance confirmation must be in English or translated. **If the applicant does not provide clear evidence of peer review, the application will be rejected.**
- If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit the application with a note indicating so and send the letter of acceptance as soon as it is received.
- Please contact the Office of Faculty Recruitment and Retention at fac-rred@uh.edu with any questions or concerns.

Review and Decision Process

- A faculty committee appointed by the Provost will review requests for support to ensure that all applications conform to the published requirements and make recommendations to the Provost.
- The faculty committee will begin its review of applications soon after the deadline. Applicants will be notified of the final decision approximately three weeks after the deadline.
 - **(Note that the committee will not review 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 and evidence of such is provided in the application. As a result, it is necessary to provide clear evidence of a peer-review process and the acceptance letter in the application.)**

Distribution and Use of Funds

- Upon approval, funds will be provided to the college. It is the college/department's responsibility to process the paperwork associated with the reimbursement.

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- 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.

Application Checklist

- **Please use the following checklist to review your application for completion. Remember, incomplete applications will not be reviewed/funded.**
 - The application and supporting documents are ONE PDF file, including the following
 - ✓ Application with every question answered on the application (if “not applicable” type N/A), including all required signatures
 - ✓ Curriculum vitae is attached
 - ✓ Letter of acceptance of your peer-reviewed presentation/exhibition/performance is attached (or if a decision has not been made a letter from you stating such with a commitment to provide the letter of acceptance when received)