

Fayetteville State University Proposal for Travel Grant

1. Funds may be provided to support travel to conferences, workshops, institutes or other off- campus programs that enable faculty to:
 - a. Enhance their disciplinary or pedagogical knowledge;
 - b. Make presentations or participate in panel discussions;
 - c. Serve as session moderator at conference, workshop, institutes or other off-campus programs;
 - d. Other faculty interests and needs.

2. Priority in funding will be given to travel that:
 - a. Enhance efforts to respond to UNC Tomorrow, i.e., such as those focusing on global readiness, access, teacher education, health, the environment, economic transformation, and outreach and engagement or FSU priorities of community justice, entrepreneurship, health disparities, teaching excellence, world service, or other related areas;
 - b. Facilitate instructional innovation and assessment;
 - c. Facilitate collaborations within FSU and with other institutions;
 - d. Other faculty interests and needs.

3. Funding of up to \$1,500 may be requested. Travel grants do NOT override FSU guidelines and procedures for travel. Recipients of travel grants are responsible for complying with FSU guidelines and procedures and completing all required paperwork (i.e., travel authorization, reimbursement forms, etc.). A copy of the conference or workshop registration from must be submitted with the application.

4. Use of information gained at conference, workshop, institute, or other off-campus program – Faculty must specify how they will use the information gained.

5. Review: Applicants must submit proposals (see application form below) and Travel Authorization approved by department chair. The proposal must be reviewed by the applicant’s chair and dean prior to submission to the Research Funding Advisory Committee. Even if they disapprove the proposal, the chair and dean will forward the proposal to the Advisory Committee for their review and action. The committee’s recommendation must be approved by the Provost and Vice Chancellor for Academic Affairs. Decisions made by the committee and approved by the Provost and VCAA are final.

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1. Faculty Name:
2. Department:
3. Conference, Workshop, Institute, or other off-campus program:
4. Beginning date of proposed travel:
5. End date of proposed travel:
6. If travel request will enhance collaboration within FSU or with other institutions, please describe below. Enter NA if not applicable *(text box will expand; attach separate page if you prefer)*:
7. Describe your plan for using the information gained at conference, workshop, institute, or other off-campus program *(text box will expand; attach separate page if you prefer)*:
8. Please attach travel authorization form and documentation of estimated costs for which you are applying.

Please note: Proposal should be submitted to the Research Funding Advisory Committee even if your Chair and/or Dean does not approve your request.

Applicant Signature: _____ Date: _____

Department Chair Review

Approve

Disapprove (Please provide a written statement explaining reasons)

Signature: _____ Date: _____

Dean's Review

Approve

Disapprove (Please provide a written statement explaining reasons)

Signature: _____ Date: _____

Submit completed proposal, with signatures, and Travel Authorization forms to the Office of the Dean of the Graduate School, Continuing Education Building.

For committee use only:

Approve

Disapprove

Signature (Committee Chair): _____ Date: _____