



FACULTY TRAVEL GRANT

APPLICATION GUIDELINES

Last Revised: Fall 2025

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Overview

The Florida A&M University (FAMU) Faculty Travel Grant (FTG) Program is an initiative designed to financially assist faculty travel (domestic or international) to present research findings. The primary objective of the FTG is to: 1) promote scholarly FAMU generated research activity; 2) enhance the visibility of research conducted by FAMU faculty members; 3) promote opportunities for critical review of faculty research findings; and 4) facilitate opportunities for faculty members to develop internal and external collaborations.

Measurable outcomes for faculty participating in the FTG initiative include:

1. Increased manuscript submissions;
2. Increased manuscript publications;
3. Increased grant submissions; and
4. Increased grant awards.

The FTG Program will support an individual's costs for **ONLY ONE** research meeting **within a 24-month period**.

Applications will only be considered for professional travel that cannot be funded from other sources such as departmental budgets or research grants that include funds for such purposes.

1. All faculty research funding and awards must be documented on FTG Application (include all federal, state, or private project numbers). **Failure to include all research project awards will disqualify applicant for current and future funding.**
2. Deans and Department Chairs must approve travel and verify the availability of existing department or research (federal, state, or private) travel funds.

The FTG can only be used for payment of travel, per diem, and fees for presenting research findings in the form of an oral or poster presentation at a domestic or international conference. The **following will not be funded**: 1) requests to present invited papers; 2) guest speaking engagements; and 3) moderator or panel participation.

The program will support economical and practical conference registration and travel (domestic and international) cost up to a **maximum total of \$2,000**, awarded on a first-come, first served basis until all funds are exhausted for the fiscal year. The program reserves the right to support only part of the project costs if the program finds that the applicant's costs were needlessly excessive.

Faculty receiving a Faculty Boost Fund award and also applying for Faculty Travel Grant must describe how the Faculty Travel Grant leverages the funding received from the Boost award. The proposal must also clearly describe the benefits to the University, if both are awarded.

Award Notification:

Applicants **are not authorized** to spend any funds until they receive official award notification from the Office of the Provost. This notification will come in the form of a Memorandum of Understanding (MOU) via DocuSign which must be signed and returned. Any unauthorized funds expended prior to receiving official notification are the responsibility of the applicant and **will not be** paid by the Office of the Provost.

Eligibility Criteria

APPLICANTS must:

1. **Not have received a FTG award in the previous 24 months.**
2. Hold a full-time instructor, tenured or tenure-earning position on the faculty of FAMU during the academic year in which the travel occurs. Librarians are also eligible for the FTG. **Visiting and retired faculty are not eligible.**
3. Be the primary author presenting research results.
4. Not submit or resubmit proposals awarded by the Faculty Senate Travel Grant Program. **Proposal that have been awarded by Faculty Senate Travel Grant Program will not be eligible for FTG funding.**
5. Not substitute a different project for one that was originally approved. **Travel awards are not interchangeable. The applicant must submit an entirely new application prior to the application deadline if the applicant desires to use the program's funds to support a presentation other than the one for which the original application was submitted.**
6. A written summary report (i.e., no longer than two pages) of research travel must be submitted to the Office of the Provost within 30 days upon return from the approved travel. Additionally, the faculty member may be asked to present at an official University faculty meeting or event. Failure to submit a report will disqualify faculty from competing for future FTG awards.
7. Submit a complete FAMU Faculty Travel Grant (FTG) Application. **Only applications that are complete will be reviewed and submitted using the Interfolio platform will be considered.**

Application Process

Apply online in five simple steps.

The Office of the Provost has simplified the application process using Interfolio to submit all documentation.



ACCESS FACULTY RESOURCES WEBPAGE

Visit provost.famu.edu, scroll down the page and select the Faculty Resources tile.



REVIEW FACULTY TRAVEL GRANT FUND RESOURCES

Select Faculty Travel Grant or Faculty Engagement Opportunities to view available resources.



COMPLETE THE "INTENT TO APPLY" FORM

This form will check preliminary eligibility requirements before submitting an application via Interfolio.



AWAIT NOTIFICATION TO APPLY

Within 10 business days, you will receive a message from Interfolio notifying you that a "case" is available will be sent. You are not authorized to spend funds until you receive notification from the Office of the Provost. **You are financially responsible for any funds expended without authorization.**



SUBMIT APPLICATION VIA INTERFOLIO

Log into your Interfolio account to submit your application. You will be asked to complete an official application form and upload your research proposal including the signature page.

APPLICATION REQUIREMENTS

PART A | Application Form

Use Interfolio to complete your application form

Part A of your application captures the following information:

- 01 **FAMU Employee ID**
- 02 **Academic Rank****
- 03 **Last Name, First Name**
- 04 **FAMU email Address**
- 05 **College/School**
- 06 **Academic Department**
- 07 **Name, Date, Location of Conference or Meeting**
- 08 **Domestic or International Travel**
- 09 **Budget Request**
- 10 **Travel Manager* Name and FAMU Email Address**

* The Travel Manager is the individual in your unit who will submit your purtravel requests.

** Visiting, full professors, university instructors, or adjuncts are ineligible.

Application Requirements

PART B | Proposal

Use Interfolio to upload your proposal

- ☐ **01 Project Title and Abstract**
Summarize your research agenda, its objectives, and anticipated impact
- ☐ **02 Proposal/Paper Details**
 - a Describe the conference or meeting you will be attending including its location and travel dates.
 - b Describe the benefit the travel will have on your research.
 - c) If awarded a Faculty Boost Fund Grant, describe the relationship between the two projects and benefits to the University for funding both a Travel and Boost award.
 - d Provide a list of all active sponsored research projects you are associated with at the University. Provide an explanation why these projects cannot support your travel.
- ☐ **03 Budget with Justification**
Provide a budget justification summary detailing how the funds will be allocated with an itemized line-item breakdown of all travel expenses (e.g., airfare, lodging, meals, etc.) in table form.
- ☐ **04 Updated Curriculum Vitae (CV)**
Include an updated CV with your application.
- ☐ **05 Acceptance Letter and Paper/Manuscript**
Include the acceptance letter from the conference or meeting. Include a copy of the paper or manuscript you will be presenting. An application will still be considered if the acceptance letter is forthcoming.
- ☐ **06 Faculty, Department and Dean Signature**
Download the signature page from the Faculty Resources website. You should sign along with your academic department and dean e. Include the signature page with your proposal.
- ☐ **07 Submit your Application via Interfolio**
Applications will be reviewed on a first-come, first-served basis. An application may be returned if incomplete or additional information is requested.

Contact Us

For more information about funding opportunities available through the FAMU Office of the Provost, visit <https://provost.famu.edu> or email academic.affairs@famu.edu

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