



**Division of Academic Affairs  
Faculty Travel Grant Program Guidelines  
Revised Summer 2024**

**Objective**

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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.

**Program Parameters and Priority**

The FTG Program will support an individual's expenses 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 the 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; 3) membership fees; 4) moderator or panel participation; 5) any fees disallowed by FAMU's travel requirements.

The program will support economical and practical conference registration and travel (domestic and international) cost up to a **maximum** total of \$2,000. The program reserves the right to support only part of the travel costs if funds are limited or the applicant's travel costs are considered excessive by the FTG program administrator.

## **Program Eligibility Criteria**

### **APPLICANTS must:**

1. **Not have received a FTG award in the previous 24 months.**
2. Hold an 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, adjunct and retired faculty are not eligible.**
3. Be the primary author presenting the 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 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 that is no longer than two pages of the research travel must be submitted to the Provost Office within 30 days upon return from the approved travel. Additionally, the report should be presented at an official University meeting or event. Failure to submit a report **will disqualify faculty** from competing for future FTG awards.
7. Faculty should submit a complete FAMU Faculty Travel Grant (FTG) Application. **Only applications that are complete will be reviewed.** In addition, the most current application must be submitted and the most current application is available on the Faculty Resources webpage under the "Faculty Travel Grant" tab. The URL is <https://www.famu.edu/administration/academic-affairs/faculty-resources.php>

## **APPLICATIONS must include:**

- A) Research Abstract.
- B) Presentation acceptance letter from respective conference organization or an explanation of when acceptance letter will be distributed. NOTE: An application will still be considered if the acceptance letter is forthcoming.
- C) Impact that your travel will have on your research.
- D) Benefit of your travel to FAMU.
- E) A list of all research funding including all federal, state or private project numbers. Failure to include all research project awards will disqualify applicant for current and future funding.
- F) Actual quotes of expenses along with a description of any conditions attached to the expenses.
- G) Verification and approval signatures from Deans and Department Chairs.

## **Application Deadlines**

Applications will be received on continuous basis until March 15<sup>th</sup> of each academic year. Faculty requesting support for **domestic** travel should submit their application **at least 30 days** prior to the anticipated travel. For **international** travel, requests must be made **at least 45 days** prior to the anticipated travel. Requests for international travel will require (a) completion of the International Travel training module in Canvas, and (2) approval from the Office of International Education and Development (OIED). Please visit this URL for more information:

<https://www.famu.edu/students/international-education-and-development/foreign-travel.php>

## **Division of Finance and Administration Deadlines**

All travel must be completed by June 15<sup>th</sup> of each fiscal year. Therefore, applications **will not** be accepted after March 15<sup>th</sup> for international travel and April 1<sup>st</sup> for domestic travel. The Faculty Travel Grant application window will re-open on July 15<sup>th</sup> for travel request occurring during the next fiscal year. Please contact the Provost Office to determine if special accommodations can be made to travel between July 1<sup>st</sup> and Labor Day.

## Application Process

1. Faculty must submit an “Intent to Apply for a Faculty Travel Grant” form available on the FAMU Faculty Resources page under the “Faculty Travel Grant” tab:

<https://www.famu.edu/administration/academic-affairs/faculty-resources.php>

This form will be used to verify eligibility and determine that the submission deadline can satisfy the application requirements listed above.

2. If the faculty member is found to meet application requirements, a “Case” to submit a FTG application will be created in the Interfolio RPT system. The URL for Interfolio is <https://account.interfolio.com/sso>. Instructions on how to submit an application using Interfolio can be found under the “Faculty Travel Grant” tab at

<https://www.famu.edu/administration/academic-affairs/faculty-resources.php>

If you have any questions, please contact the Provost’s Office at 850-599-3276 or [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu),

3. Faculty must submit their application using Interfolio RPT prior to their submission deadline. Incomplete applications and late submissions (i.e., less than 45 days for international travel or 30 days for domestic travel) will not be reviewed. Please note for international travel, additional permission must be granted by the Office of International Education and Development (OIED). Please see the webpage below for additional information:

<https://www.famu.edu/students/international-education-and-development/foreign-travel.php>

4. Applications will be reviewed by the Provost’s Office on a weekly basis. A committee may be used if the level of funding requests exceeds the remaining funding amount.
5. Funding decisions may not be made up-to 10 **business** days after an application’s submission. Faculty should consider this delay if they will need additional time after an approval to complete their travel arrangements. Decisions will be sent to the individual faculty member and their respective dean and chair via email. Faculty should contact the Office of the Provost, 850-599-3276 or [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu), if they have any questions regarding the status of their application.