



**Division of Academic Affairs
Faculty Travel Grant Program Guidelines**

Objective

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 costs for ONLY ONE research meeting within a 24-month period. **Exception: The 24-month period may be waived if funds are available and other eligible applications have been considered/awarded funding.**

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. The program reserves the right to support only part of the travel costs if the committee charged with administering the program finds that the applicant's travel costs were needlessly excessive.

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 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 Academic Affairs within 30 days upon return from the approved travel. Additionally, the report should be presented 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.** In addition, the most current application must be submitted and the most current application is available on the Academic Affairs webpage under "Faculty Resources."

APPLICATION 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

It is the individual faculty member's responsibility to meet the application deadline for the appropriate period and to ensure that the application and all supporting material are complete and clear. The committee will not consider incomplete applications.

Fall Travel (Deadline: October 15)

Spring/Summer Travel (Deadline: March 15)

Note: If the due date falls on the weekend, the application will be due the next business day. In addition, travel must not have occurred.

Application Process

1. Submit completed Faculty Travel Grant Application to the Office of Academic Affairs. Note: Incomplete and late FTG applications will not be reviewed.
2. Applications will be reviewed by the committee and an e-mail of the committee's decision will be sent to the individual faculty member and their respective dean and chair.