Purpose
To support faculty travel not eligible under URC guidelines because: a) a URC grant has already been received for the same academic year, b) a URC travel grant was awarded for significantly less than the cost of the trip, c) a faculty member has an exceptional opportunity not eligible for URC funding.

Guidelines are similar to those for the URC Faculty Travel Grant.

Because resources are limited, there may be situations in which only partial funding will be awarded, with the expectation that personal or department funds will make up the difference.

Eligibility
1. Full-time faculty and staff are eligible to apply. Visiting faculty, temporary faculty, part-time faculty, and lecturers are not eligible. Faculty and staff on leave without pay are not eligible to apply.
2. A. Faculty member has already received a URC award for the academic year and is applying for travel to a second URC-eligible conference.
   -or-
2. B. The total cost of a URC funded trip is at least $500 more than the URC award.
   -or-
2. C. The trip is not eligible for URC support because of the nature of the travel. This must be an exceptional conference or opportunity.

Terms of Award
1. The amount of award will not exceed $1,500.
2. Each applicant may receive only one award per fiscal year (July 1 to June 30).
3. Funding is limited to expenses for round trip economy airfare (based on the lowest fare available), the conference fee, ground transportation, lodging, and meals. Receipts are required for all expenses. Reimbursements for lodging and meals are subject to limits set by federal guidelines and are destination-specific.

Required Documents
1. If a URC application was submitted, a copy of the entire application, plus the award or denial letter.
2. If a URC application was not submitted:
   • copy of the abstract originally submitted
   • letter of invitation or acceptance of a contributed paper (If not available, attach explanation)
   • one-page statement describing your paper, the significance of the conference, and why it is important that you present your paper at the conference.
   • list of trips to professional conferences during the past 24 months (Indicate source of funding for each trip)
   • budget
   • abbreviated c.v. (five years), including history of funding
   • memo of support from Department Chair.
Selection Criteria
1. The quality and significance of the presentation.
2. The significance of the conference or event.
3. Applicant’s record of professional productivity, as evidenced by refereed publications and other equivalent scholarly activity during the previous five years.
4. Applicant’s record of extramural funding during the previous five years.
5. Support from the department chair.
6. Applicant’s record of service to the department.

Exclusions
1. Travel to assume responsibilities as an officer of a professional organization.

Procedure
1. Submit documents to the Associate Dean of Arts & Humanities at least three weeks before travel. Applications will be reviewed on the 15th of September, November, January, March, and May.
2. The selection committee will consist of the Dean and Associate Dean of the College.

7/2007