

Conference Participation

Description: Funds are provided annually for the purpose of supporting faculty travel to professional meetings in which a faculty member is a participant. Faculty who receive a pedagogy travel grant are not eligible for a conference participation grant except insofar as money remains on May 15 to fund second trips.

Professional meetings are defined to be meetings attended substantially by one's professional peers. Fundable participation in professional meetings may take several forms. A faculty member may receive 100% funding (of allowable expenses up to \$1,350 for travel to domestic destinations and up to \$1,570 for travel to international destinations) to give a formal presentation of original scholarly work at a professional meeting. (In the arts, a performance or exhibition will be regarded as the equivalent of a presentation of original scholarly work.) The method of presentation may vary among disciplines, but the presentation will be considered for 100% funding if the material presented is equivalent in depth and scope to the standard research presentation in the discipline.

A faculty member may receive funding at 60% for participation in a professional meeting that involves service as a commentator, respondent, discussant, exhibitor, or performer. Funding in this category will be contingent on presentation of evidence of substantial prior preparation for the session in question and of an explanation of the scholarly content of planned participation. A petition to the Enrichment Committee may be made for 100% funding if the faculty member is serving on the board of a professional association or as a program planner.

A faculty member normally will not be funded for a meeting in which her/his participation involves only serving as a chair of a session, organizing a symposium, or serving as a meeting organizer or a member of the executive committee of the sponsoring organization. Presentation of substantially the same paper or performance will be funded only one time. Multiple UPS authors of a paper will be funded to a maximum of \$1,350 total (\$1,570 total for international destinations) for all co-authors combined.

Percentages and limits will be set annually based on expected requests and funds available. Funds may be reserved but will not be distributed until the final report is submitted by the faculty member and the criteria have been met.

Eligibility: These funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical positions, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence who are participants in a professional meeting. Up to ten percent of the conference participation funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Faculty on sabbatical leave will be eligible for funding on a least cost basis either from Tacoma to the meeting place or from the sabbatical location to the meeting place. Instructors with less than three years of service at the university and non-career, short-term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made using the **form attached below** to the University Enrichment Committee, in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212 or CMB 1020, at least two weeks prior to the date of travel.

The following should be included in the initial request for conference participation funds:

1. a completed Request for Conference Participation Travel Funding form, including signatures of the participant and the department chair;
2. an abstract or copy of the paper or other scholarly work to be presented;
3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.
4. [Foreign Travel Waiver](#) documentation, if applicable.

Deadline: Applications for first trips are acted upon in the order received, and they must be received by May 15 for consideration in the current fiscal year. Funding of second trips occurs on May 16 if any funds remain in the travel pool. If the amount of money remaining is insufficient to fund all approved second trips fully, second trips will be funded partially, with a funding differential of approximately twenty per cent favoring the applications of untenured tenure-line faculty. For example, depending on the amount of money in the pool, applications of untenured tenure-line faculty might be funded at 80% and others at 60%, or the former might be funded at 60% and others at 40%. The percentages actually used will vary from year to year, depending on funding. Second trip requests should be submitted as early as possible but will not be funded prior to May 15. Third trips will not be funded.

Reporting: Grant recipients shall provide the following reports to the University Enrichment Committee in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston; Jones 212 or CMB 1020, within thirty days after the conference:

1. Reasonable evidence of his/her participation at the conference, such as a copy of the final conference program or a copy of the paper/scholarly work.
2. A completed Reimbursement Request form available at the [UEC Expense and Reimbursement Information webpage](#). Attach original invoices and receipts for all expenses.

REQUEST FOR CONFERENCE PARTICIPATION TRAVEL FUNDING
to the UNIVERSITY ENRICHMENT COMMITTEE (via the Office of Associate Deans)

NAME _____ DEPARTMENT _____

TELEPHONE _____ E-mail Address _____

NAME OF MEETING _____

PLACE OF MEETING: _____ DATES OF MEETING: _____

Please submit with this cover page an abstract or a copy of your paper to be presented and a letter of acceptance. If you are presenting a poster or acting as a discussant, please describe the presentation and the form in which the final report will be presented. A conference participation grant will pay for (1) the actual cost of your rail or airfare, (2) up to \$40.00 toward ground transportation, (3) up to \$140.00 toward lodging and meal expenses (for which you have receipts) for each night you are at the conference and (4) the actual conference registration fee. (If you are a discussant, the reimbursement is 60% of these amounts). The total reimbursed for lodging, meals, and registration fee will not exceed \$800.00. The total amount of the grant will not exceed \$1,350.00 for travel to domestic destinations or \$1,570 for travel to international destinations. Although the amounts to be reimbursed under the grant cannot be known until you actually incur these costs, the amounts anticipated based on your application are shown below. The actual amounts of the grant will be adjusted upward or downward based on your actual expenses for the areas listed below.

Anticipated Expenses:

Rail or Air Fare _____ + \$40 Ground fares \$ _____

OR

Car Miles _____ @ .535 cents per mile \$ _____

Number of Nights You will be at the Conference _____

(1) Lodging and Meals = # of Nights @ \$140 \$ _____

(2) Conference Registration Fee \$ _____

Total of (1) Lodging and Meals and (2) Conference Registration Fee (Maximum is \$800) \$ _____

Total Anticipated Expenses (Maximum is \$1350 domestic; \$1570 international) \$ _____

FOREIGN TRAVEL: Does your conference participation involve travel outside of the United States? Yes ___ No ___

If yes, please list the name of all countries where you plan to travel:

- Please sign a [Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel](#) and include a copy with your application materials.
- Are any of the above-named countries currently on either the [Department of State's travel warning list](#), or on the [Centers for Disease Control's travel health warning list](#)? If so, please include a signed [Special Waiver and Acknowledgement for Faculty Foreign Travel](#) form with your application materials.

I agree to provide the University Enrichment Committee a report consisting of reasonable evidence of my participation at the conference, such as a copy of the final conference program or a copy of my paper/scholarly work, and a completed Reimbursement Request form with original receipts, including airfare and conference registration receipts.

Signature of Travel Grant Applicant Date

As the Department Chair, I agree to assess professionally the written presentation should I be requested to do so by the University Enrichment Committee.

Signature of Department Chair Date

**Please send your Travel Grant Application to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston,
CMB 1020, Jones 212.**