

Conference Participation: Pedagogy

Description: A small pool of funds is provided to support faculty travel to professional meetings to present papers describing innovations in teaching or other results of their pedagogical activities. Such meetings must be devoted to developments in pedagogy or have special sessions devoted to pedagogy.

Eligibility, funding guidelines and criteria are essentially the same as for regular Conference Participation support, except that there is no funding for faculty serving a discussant function only. Faculty who receive a conference participation travel grant are not eligible for a pedagogy grant except insofar as money remains on May 15 to fund second trips.

Application: Application for these funds should be made to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212 or CMB 1020, on behalf of the University Enrichment Committee, on the same form used to apply for regular conference participation funding.

The following should be included with the application:

1. a completed **Request for Conference Participation Travel Funding form, attached below**, including signatures of the participant and the department chair;
2. an abstract or copy of the paper 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 are acted upon in the order received until funds are exhausted. Faculty should be sure to apply by May 15 because invariably funds are exhausted thereafter. Funding of second trips occurs on May 16 if any funds remain in the travel pool.

Reporting: Grant recipients shall provide the following reports to the University Enrichment Committee in care of Associate Dean Sunil Kukreja; Jones 212 or CMB 1020, within thirty days after the conference:

1. Reasonable evidence of participation at the conference, such as a copy of the final conference program or a copy of the paper presented, and
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 the completed Reimbursement Request form with original receipts, including airfare and conference registration fee.

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.**