

The College of Arts and Sciences will provide financial support (as available) for travel expenses incurred by its regular, tenure track faculty and lecturers.

After reading the policies, download the application form from the COAS website, complete the form, gather the signatures, and submit.

ELIGIBILITY REQUIREMENTS

Applicants must hold regular, tenured/tenure track or lecturer positions in the College of Arts and Sciences at Boise State University.

Examples of eligible travel expenses would include presentations of research in scholarly meetings, preparing/presenting performances or art works, and conference attendance for the purpose of professional development in research or teaching or because the applicant holds office in the hosting organization.

Applicants who will be presenting must provide a copy of the notice of selection, the invitation or similar evidence that a jury or review panel has vetted the presentation. If the proposal has not been accepted by the time the grant application is due, all other information should be submitted. If the grant application is approved, funding will be contingent upon COAS receipt of evidence that a jury or review panel has vetted the presentation. Evidence the presentation has been vetted and accepted must be provided to COAS prior to travel.

Applicants who will not be presenting but are attending for professional development purposes must describe the knowledge they hope to gain by attending the conference. Upon their return to campus, applicants will be expected to share this knowledge with their peers. This may occur at a department meeting, but other opportunities for enriching the academic community should be considered.

Applicants who are not presenting but are attending to serve the organization should describe their office, the term of service, and the organizational purpose for attending the conference.

FUNDING DETAILS

There will be four application deadlines per year: September 15, December 1, March 1, and June 1 (or the nearest business day when deadline date falls on a weekend or holiday). Travel dates must be at minimum one month later than the application deadline to allow staff the time to review applications and process the funds. Travel funds that are not used within one year of application will be forfeited. Only one grant may be sought for each trip.

Because travel funds are limited, college support for any particular application is not guaranteed. Funding preference will be given to applicants who have not received COAS travel funds in the previous twelve months.

The applicant's home department must provide funding for the same travel request that is equal to or greater than the amount requested in the application.

Award amounts are up to \$400 for domestic travel and up to \$600 for international travel. If the cost of domestic travel is exceptionally high – if, for example, the destination is outside the contiguous 48 states – applicants may request additional funds up to \$200. Any such request must be accompanied by justifying documentation and an equivalent departmental match.

APPLICATION PROCEDURES

Complete the “College of Arts and Sciences Travel Grants Application Form”.

Selection and awarding of travel grants will be made based upon the applicant's narrative (of no more than 250 words – one, double spaced, type-written page) that addresses these points:

1. Compare the venue with other organizations, meetings, or conferences serving your discipline.
2. Explain the importance of the research or creative activity you will be presenting or your conference attendance as it relates to your past and your future professional development. Also describe the potential or real impact your presentation or attendance will make within your department and/or your discipline.
3. How was your presentation/creative activity reviewed and selected? Or, how do you plan to disseminate the knowledge you gain from the conference with your peers? Or, what office do you hold within the sponsoring organization (include term of service) and what is the organizational purpose for attending the conference?
4. Submit the application by September 15, December 1, March 1, or June 1 (or nearest business day) to the College of Arts and Sciences office or one of the associate deans.

NOTIFICATION

Applications will be reviewed immediately after the relevant deadline.

Recipients will be notified in writing within two weeks following the relevant deadline.

Grant funds will be transferred to an appropriate account within the recipient's home department. If a grant application receives a contingent approval, funds will be transferred to the home department after COAS receives evidence the presentation has been vetted and accepted.