



TO: All Eligible Faculty
FROM: University Faculty Travel Committee (UFTC)
DATE: February 1, 2013
RE: Travel Fund Proposal Submission Announcement

The University Faculty Travel Committee (UFTC) hereby solicits applications for the **Spring 2013 funding cycle**. Travel funded during this cycle must be completed between May 1, 2013 and November 30, 2013. Please read and follow the travel committee's rules and guidelines as stated in the *Procedures and Policies* statement below. Applications that fail to meet these requirements will be rejected. The electronic application form, including the *UFTC Procedures and Policies* statement, is posted at <http://provost.unlv.edu/FTC.htm>. Note that the application document is password protected and you will not be able to edit certain features.

Completed applications (1 original and 6 copies, a total of 7 sets) **must be received** in the Office of the Vice Provost for Faculty, Policy and Research no later than **5:00 PM on Thursday, March 14, 2013**. The applications may be delivered to FDH 708 or sent to mailstop 1014. Applicants can expect to receive funding decisions sent via email by May 1.

Members of the UFTC are prepared to answer questions concerning proposal preparation. Please feel free to contact any member of the committee.

Larry Ashley
Dana Cotham
Margaret Harp
Emma Regentova
David Weiller
Vincent Hsu

For administrative questions, contact Kristene Fisher at kristene.fisher@unlv.edu or at 895-5182.

UFTC:kf

Item 7.A updated 8/2010.

The University Faculty Travel Committee (UFTC) is appointed by the Executive Vice President & Provost (EVP & P) and is charged with recommending the distribution of funds to support faculty travel and development. The EVP & P supplies \$50,000 each academic year and has final authority in the allocation of funds.

1. GENERAL GUIDELINES

UFTC Application	Application Deadline	Period of Travel *
Fall Application	Second Thursday of October	Spring Semester (December 1 to April 30)
Spring Application	Second Thursday of March	Summer & Fall Semesters (May 1 to November 30)

* Periods of Travel will not apply for sabbatical leave travel. Faculty applying for travel during a sabbatical leave must submit their application in the semester prior to the sabbatical leave.

- A. Each applicant may receive funding from UFTC only once per academic year. Applicants receiving funding during the Fall semester are ineligible to apply for funding in the Spring.
- B. The maximum funding is \$1000 per applicant. Requests for more than \$1000 cannot be considered.
- C. Each applicant may submit one application only in each funding period.
- D. Each application may consist of one trip only, although a trip may consist of multiple stops.
- E. Travel awards must be used for the specific trip detailed in the application. The award cannot be used to fund a different trip. Unused award money must be returned to the EVP & P.
- F. Handwritten applications, incomplete applications, applications using old forms, and any applications that fail to conform to this *Procedures and Policies* statement will not be considered.
- G. The UFTC is not bound to a predetermined formula or funding level. Typically, funds available are significantly less than the total requests. Thus, funding is very competitive.
- H. The UFTC does **not** consider applications for after-the-fact funding.

2. ELIGIBLE FACULTY

The following faculty members from the Colleges of Business, Education, Engineering, Fine Arts, Honors, Hotel Administration, Liberal Arts, Sciences, Urban Affairs, the Division of Health Sciences (excluding the School of Dental Medicine), and the UNLV Libraries are eligible to apply for UFTC funds:

- Tenured and tenure-track academic faculty, including faculty on sabbatical leaves
- Faculty-in-Residence
- Lecturers
- Department Chairs / School Directors
- Assistant / Associate Deans

3. INELIGIBLE FACULTY

The following faculty members are not eligible to apply for funding: University administrators, deans, members of the UFTC, and visiting faculty.

4. ELIGIBLE ACTIVITIES

Eligible faculty may apply for funds in support of travel to non-administrative professional activities such as professional conferences, to conduct research or creative activity, to visit national funding agencies to meet with project directors, or to professional development activities.

5. INELIGIBLE ACTIVITIES

The funds cannot be used for travel to perform administrative activities such as recruiting, promotion of a program or department/unit, or attending a seminar to develop administrative skills.

6. ELIGIBLE EXPENDITURES

Eligible expenditures include transportation, meals, lodging, tuition, and registration fees. Miscellaneous and incidental expenses will be considered on an individual basis. The UFTC abides by the state restrictions on per diem. If you are requesting lodging rates above the state-approved per diem, please provide an accurate estimate of the actual lodging cost and justification for the request (see item 7 of the application form). State per diem rates can be found at:

http://accountspayable.unlv.edu/Trvlman/ap_m.dwt

7. EVALUATION CRITERIA

The amount of funding recommended for a proposal is based on the UFTC's assessment of the degree to which the proposal demonstrates the following:

A. Developmental impact

Proposals will be judged in part on their potential to present / develop research, creative activity, teaching, service, and new skills.

B. Benefit to others

Priority is given to activities that are expected to benefit the students and colleagues of the applicant. Additionally, activities expected to significantly improve teaching and/or to equip the faculty member to serve as a resource to others will be rated more highly than activities expected to have less widespread benefits.

C. Necessity of proposed travel

Even proposals satisfying the above criteria may not receive favorable recommendations if the necessity for the proposed travel is not adequately demonstrated. For example, an applicant who proposes travel for specialized training must demonstrate that such training is not available locally. Multiple authors proposing to travel to present a single paper must show why it is necessary for more than a single author to be present.

D. Adherence to the *Procedures and Policies* statement

It is the applicant's responsibility to present a convincing case for the funding. Failure to provide adequate rationale or failure to adhere to this *Procedures and Policies* statement will significantly lower the probability of funding.

E. Prior funding from the Committee

To allocate limited funds equitably, the Committee takes into consideration prior funding received by each applicant.

8. APPLICATION PROCESS

Submit the original and six duplicates (total of 7 sets) of: (1) your completed, signed, and dated application form, (2) acceptance letter or email if your participation has been accepted, and (3) a curriculum vitae that is **no more than three pages**. Please staple items (1), (2) and (3) together in each of the seven copies. Please use 2-sided copying when possible.

All applications must be received in the Office of the Vice Provost for Faculty, Policy and Research by the published due date. Electronically submitted, faxed and late applications will not be accepted. Additionally, submitted applications cannot be revised or modified after the due date. The applications may be delivered to FDH 708 or sent to mailstop 1014.

The UFTC strives to have recommendations made to the EVP & P within 5 weeks of the application deadline. Applicants can expect to receive funding decisions sent via email by December 1 and May 1 respectively.

9. DISBURSEMENT OF TRAVEL AWARD

Normal University operating procedures will be followed in the disbursement of awards. The Office of the EVP & P will transfer funds for UFTC awards to the appropriate Dean's office for distribution. It is the award recipient's responsibility to ensure that unused award money is returned to the EVP & P.