



University Faculty Travel Committee

Information Session

Presented by:

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Director of Faculty Services



University Faculty Travel Committee (UFTC) Information Session

Agenda

- What is UFTC?
- Who can apply?
- What can UFTC support?
- What expenses can be requested?
- When and how to apply?
- What does the committee look for?
- Tips for a strong application?
- Before submitting an application
- Questions?

UFTC: What is it?

- University Faculty Travel Committee (UFTC)
 - Committee that reviews applications and awards travel funding to support academic faculty travel and professional development.
- 2 cycles per year:
 - Fall (for travel/activities occurring December 1 to April 30)
 - Spring (for travel/activities occurring May 1 to November 30)
- One UFTC award per academic year
 - *Ex: If you are awarded funds in Fall 2026, you are not eligible to receive funding in Spring 2027.*
- One application per funding cycle
- Awards are for the activities outlined in the application - funds cannot be used for a separate activity.

UFTC: Who can apply?

- Eligible faculty
 - Full time academic faculty and postdocs are eligible to apply.
- Ineligible faculty
 - Faculty from the following units are NOT ELIGIBLE TO APPLY
 - Schools of: Medicine, Dental Medicine, and Law
 - Further ineligible:
 - University administrators (e.g., Vice Provost/President)
 - Deans
 - Visiting faculty
 - Adjunct faculty
 - UFTC members

UFTC: What does it support?

- Research, creative activity, participation in professional conferences, meetings with project directors of national funding agencies, and other such non-administrative professional endeavors.
- Activities that *do not qualify*:
 - Administrative activities such as recruitment, promotion of a program or department/unit, and attendance at seminars to develop administrative skills.

UFTC: What expenses can be requested?

- Airfare
- Ground transportation
- Meals
- Lodging
- Registration fees

[University Travel Program information](#) (including per diem rates)

Please note: \$1000 is the maximum amount that can be requested through UFTC

UFTC: When and how to apply?

- Application deadlines (2026-2027):
 - Fall cycle: Oct 13
 - Spring cycle: March 9
- [Online Application](#) (Fall 2026)
 - Application Preview/Demo

UNLV

University Faculty Travel Committee (UFTC)
Application for Funding - Fall 2026

If you are unable to complete your application in a single session, your responses will be saved and you will be able to complete your application at a later time, provided that you do not clear your browser history or delete the cookies related to your survey data. If you use this feature, you must complete your survey within the next seven (7) days or your incomplete application will be submitted automatically.

The University Faculty Travel Committee has established specific eligibility requirements for funding. To ensure that your proposal conforms to these requirements, please read the [Policies and Procedures](#) document (which provides general guidelines, describes eligible activities and expenditures, and explains the proposal evaluation criteria) **before completing your application.**

☒ I have read and understand the policies and procedures for the UFTC application.

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Contact Information

Prefix

First Name

Last Name

Email Address

Contact Number

Department

College/School

Current Rank

☐ Assistant Professor

☐ Associate Professor

☐ Professor

☐ Assistant Professor in Residence

☐ Associate Professor in Residence

☐ Professor in Residence

☐ Research Faculty

☐ Lecturer

☐ Instructor

☐ Other (Please Specify)

UFTC: Preview/Demo con't

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Proposed Travel

Please Note: This period of travel activity must be between December 1, 2025 and April 30, 2027 to be eligible for consideration.

Destination (City, State, Country)	
Name of Event	
Organization/Affiliation	
Title of Work	
Start Date (mm/dd/yyyy)	
End Date (mm/dd/yyyy)	

Type of Event (select one)

Local Conference
Regional Conference
National Conference
International Conference
Local Invitation
Regional Invitation
National Invitation
International Invitation
Workshop
Other (Please Specify)

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Primary Reason for Travel/Activity (select one)

Competitive Paper
Invited Presentation
Panel Presentation
Poster Presentation
Chairing a Panel
Invited Keynote
Group Presentation
Other (Please Specify)

Are you the primary presenting author or speaker?

Yes
No
Not Applicable

If travel/activity is related to sabbatical/faculty development leave, select the period.

Fall

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Please provide a description of the trip and/or activity this funding would support.

Clearly describe how this funding opportunity would support **your tenure and/or promotion expectations or career trajectory:**

Clearly describe how this travel opportunity would support **your essential job functions:**

Clearly describe how this travel opportunity would support **your department and/or college/school objectives:**

How will this funding support [UNLV's Top Tier Mission?](#)

UFTC: Preview/Demo continued



University Faculty Travel Committee (UFTC) Application for Funding - Fall 2026

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Can you obtain funding from other sources (e.g. department, college, external sources, etc.)?

Yes

No

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For more information on the University Faculty Travel Committee, please visit <https://www.unlv.edu/provost/committees/uftc>.



University Faculty Travel Committee (UFTC) Application for Funding - Fall 2026

If you are unable to complete your application in a single session, your responses will be saved and you will be able to complete your application at a later time, provided that you do not clear your browser history or delete the cookies related to your survey data. If you use this feature, you must complete your survey within the next seven (7) days or your incomplete application will be submitted automatically.

Funding needed from all sources (see [the Controller website](#) for per diem information)

Transportation	\$ 0
Lodging (Accurate Estimate of Total Cost)	\$ 0
Meals	\$ 0
Registration/Tuition Fees	\$ 0
Miscellaneous	\$ 0
Total	\$ 0

Provide the sources of the cost information entered above (e.g., [www.southwest.com](#), [www.hotels.com](#), etc.).

Transportation	
Lodging	
Meals	
Registration/Tuition Fees	
Miscellaneous	

If applicable, provide justification for lodging costs above the state-approved per diem rate.

Please provide the amount of funds you are requesting from the UFTC (**must not exceed \$1000**):

UFTC: Preview/Demo continuation

What is the status of your proposal/presentation/workshop/other event (including invitations)?

To be submitted

Submitted and under consideration

Accepted (**attach acceptance letter below**)

Submitted but rejected

Other (**specify the status and attach letter below**)

Please attach a copy of your acceptance letter or other documentation related to your proposed travel/activity.

Drop files or click here to upload

If applicable, indicate the last funding support you received from UFTC.

Semester

Year

Dollar Amount

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University Faculty Travel Committee (UFTC) Application for Funding - Fall 2026

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Your application has been successfully submitted.

Thank you very much for your application to the University Faculty Travel Committee (UFTC) for the current funding cycle. The UFTC strives to have recommendations made to the EVP&P within several weeks of the application deadline. **Applicants can expect to receive funding decisions via email by November 10.**

Please check your inbox for a confirmation of your submission.

Thank you,

Office of Faculty Affairs
facultyaffairs@unlv.edu

Below is a summary of your responses

[Download PDF](#)

Verification and application is also sent via email.

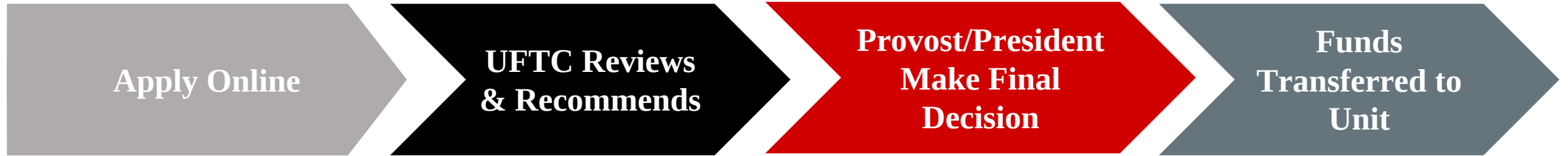
UFTC: What does the committee look for?

- How the funding opportunity would support the applicant's **tenure and/or promotion expectations or career trajectory**.
- How the funding opportunity would support the applicant's **essential job functions**.
- How the funding opportunity would support the **goals and/or objectives of the applicant's department and/or school/college**.
- How the funding opportunity **supports the [UNLV Top Tier Mission](#)**.

UFTC: Tips for strong application

- Describe the trip, but also explain the VALUE of the trip.
 - What are you doing?
 - Why is it important?
 - How does it support your work/career?
 - How does it support your department/college and UNLV?
 - For example:
 - Instead of: I am requesting funding to attend the XYZ conference. It is part of my job.
 - Tell us: I will present my current research at the XYZ conference. This opportunity supports my career trajectory by...my department/college goals by...and UNLV's Top Tier mission by...

UFTC: Application Process



Apply Online

Complete applications must be received through the online link by the due date to be considered.

UFTC Reviews & Recommends

The UFTC conducts a blind review of all eligible applications and makes funding recommendations to the Provost.

Provost/President Decision

The UFTC provides its recommendations to the Provost, who, in consultation with the President, provides final decision for funding awards.

Funds Transferred to Unit

After approval, faculty and their unit business managers are notified. Funds are transferred to the unit for disbursement through the business managers.

Funds that are unused must be returned.

UFTC: Before submitting your application

- Are you eligible?
- Is your activity eligible?
- Is your travel within the appropriate activity dates?
- Have you provided an estimate of expenses?
- Have you explained why the travel matters to your work/career?
- Have you connected your travel with your department/college goals/mission?
- Have you connected your travel with UNLV's Top Tier Mission?
- Have you completed every required section?

UFTC Information Session: Questions?

THANK YOU

CONTACT US

facultyaffairs@unlv.edu