**LAS Term Faculty Travel Grants Program**

**Fall 2022 and Spring 2023 (FY23)**

**Please read these directions carefully.**

The College of Liberal Arts and Sciences continues to offer its Term Faculty Travel Grants program, which provides modest funding to support professional development for non-tenure eligible faculty who have limited opportunities to secure external funding to support professional development that is consistent with the expectations of their PRS. **Thus, the focus is on supporting teaching activities.** **Note that travel includes registration for virtual meetings.**

The Term Faculty Travel Grants program will continue to observe a rolling deadline for FY23 requests. To ensure timely consideration, proposals should be submitted at least one month before a decision is needed (and at least one month before travel occurs), although submissions with a shorter timeline may be considered. Proposals must be received before travel occurs; no retroactive requests will be accepted.

The purpose of these grants is to augment the skills of non-tenure eligible faculty, typically teaching professors (assistant, associate, and full), who have at least 50% appointment and who have been employed as ISU faculty for at least 2 years (4 semesters). The submission should be consistent with the applicant’s PRS, which will typically focus on teaching responsibilities. Funding will be competitive. P&S staff with rank-only faculty appointments are not eligible. Applicants must be employed at the time of the travel.

The maximum request for each proposal is $1,250 for domestic or virtual conference travel and $2,250 for foreign travel– **please indicate only one category**. A **10% cost share is required from the applicant’s department**.

**Budget:** The request should be clear how the net expense will be divided between the LAS College and other sources. **The amount requested should also not exceed the total budget less all other funds listed as paying part of the cost in Budget (2) of the application page, including the departmental contribution**. **The request should be limited to one conference**. **Your budget should reflect actual anticipated expenses**, not maximum limits. For example, if you plan to share a hotel room, only half the hotel expense should be listed. If funds for a professional membership are requested in conjunction with conference registration, the price with and without membership should be provided in the description of type of expense. A conservative budget will allow the college to support the work of more faculty.

The College offers the flexibility for proposals submitted between March 1 and May 31, 2023 to include requests for funds for either the current fiscal year (FY23, this solicitation) or for the next fiscal year for travel in the period July 1 - October 31, 2023 (see FY24 solicitation issued in spring 2023). Spring submissions should specify if they are for FY23 or FY24 funding. Each awarded grant will need to be spent entirely in the specified fiscal year, and each faculty member will only be able to receive one LAS Term Faculty Travel Grant per fiscal year. For FY23 funding requests, awarded funds must be spent prior to June 30, 2023.

**Proposals must be limited to two pages (see attached form); this limit will be enforced. Please submit only the form, not these instructions.** Proposals should be uploaded to the CyBox folder linked on the grants webpage.

Proposals will be judged primarily on their potential for enhancing the skill set of the Term Faculty member relevant to their position, but the reasonableness of the budget will also be considered.

Applicants receiving FY23 LAS Term Faculty Travel Grants will be expected to provide a report to the Associate Dean of Graduate Studies and Faculty Development by July 31, 2023. The report should be a one-page document that describes activities supported by the grant and notable accomplishments. Please submit reports to [las-ad-assistant@iastate.edu](mailto:las-ad-assistant@iastate.edu).

**LAS Term Faculty Travel Grants Application**

Name:

Position:

Department:

Date:

Fiscal Year in which funds will be spent:

**Approximate dates during which funds will be expended:**

**How will the requested funding be used?**

**Budget:**

(1) Provide a total budget, listing an amount for each type of cost (air travel, lodging, ground transportation, registration, per diem, photocopying, etc.). This should be done in tabular format (edit as needed)

|  |  |
| --- | --- |
| Amount | Type of expense |
|  | Conference registration |
|  | Airfare |
|  | Hotel (cost/day =, # days =) |
|  | Total |

(2) Specify the amount you are requesting from this program and all other funds available for this project (source and amount), including the departmental contribution. If you have requested external funding not yet awarded list that as requested (and state any mandatory ISU cost-share for such funds).

(3) Please list all funding available to you for research and conference travel from any source internal and external, restrictions if any (e.g. specific grant project), and the planned uses of all funds that could be used to pay for the proposed project but are not being so allocated in (2).

**Describe how this effort will strengthen your teaching activity.**

Departmental Funding Commitment: \_$\_\_\_\_\_\_\_\_

The department chair must approve a cost share of at least 10% and that the proposed activity is consistent with the applicant’s PRS Applications. The applications should be submitted electronically by the applicant. The applicant confirms the chair has approved and that a copy of this application has provided to the department chair and cost center manager.