

**The College of Liberal Arts and Sciences
Faculty Travel Fund FY 2010**

The Faculty Travel Fund was highly successful in FY '09. In order to ensure a wide distribution of travel funds among qualified applicants, the FY '10 award amounts have been adjusted to account for the level of faculty interest across the College as well as a reduction in the availability of travel funds.

Eligibility: The applicant must have completed his/her terminal degree and currently hold either a tenure-track or tenured faculty appointment in the College of Liberal Arts and Sciences.

Application Process:

- Submit your application via the web at www.clas.ku.edu/portal.
- Applications must also include a *two-page* c.v. (maximum). The two-page c.v. should be submitted electronically with the first application of the fiscal year to the Dean's Office at clastravel@mail.ku.edu. Subsequent applications within the same fiscal year do not require an additional copy of the c.v.

An automatic e-mail confirming receipt of the request will be sent to the applicant. The applicant's department chair/program director will also receive an automatic e-mail asking for comment on the value of the project.

Decision Process: Applications will be reviewed on a rolling basis once a month. Decisions will be made by the deans in the College Office. Applications received by the 30th day of the month will be reviewed by the 15th day of the following month. Faculty members are urged to submit materials with sufficient advance planning so that their applications can be considered in a timely fashion.

Applications received by
30th of each month

Applications reviewed by
15th of the following month

Allocation Criteria: These funds may only be used for travel associated with faculty professional development related to one's employment responsibilities: (1) to conduct research or (2) to present a paper or poster at a professional conference. These funds may not be allocated for professional association duties (e.g., governing board meetings, editorial board meetings) or conference attendance. The funds will be distributed based on the merit of the projects proposed and the applicant's record of scholarly productivity. There are no entitlements to travel funds on a per capita basis. Individuals are eligible for no more than one award per year. Priority will be given to untenured faculty members. Decisions will be made on a rolling basis until all funds are committed. Allocation amounts and policy may be adjusted to ensure equitable distribution, normally once each fiscal year.

Anticipated Award Amounts: The following award benchmark amounts are anticipated for FY '10.

Travel within the U.S. including Hawaii and Alaska; Canada, Mexico, and the Caribbean	Other International travel
\$700	\$1200

Please direct questions about the Faculty Travel Fund to the College Dean's Office at clastravel@mail.ku.edu or 864-3661.