GOALS
The Office of Faculty Development is committed to the promotion and development of scholarly work on teaching by UMass-Dartmouth faculty. In order to achieve this goal, the OFD commits to a $500 (maximum) travel grant for faculty who will be presenting papers or facilitating workshops on college-level teaching and learning. This grant is non-competitive and will be available throughout the academic year.

We therefore invite applications from full and part-time faculty for support for travel and related expenses associated with presenting scholarly papers or workshops on college-level teaching and learning. The travel can be during the summer or the semester (July 1st 2015 through June 30th 2016).

GUIDELINES
All UMass Dartmouth full and part-time faculty are eligible to apply. Applicants may only apply for one travel grant each fiscal year.
The maximum level of support is $500.
Grants are for travel to be completed no later than June 15, 2016.
Deadline for application or intent to submit is December 11th at 4 p.m. See details below.

What can the grant cover?
Travel and conference related expenses will be reimbursed. Membership fees are not. Travel for discipline specific conferences is not covered unless the proposed activity specifically addresses teaching and learning in higher education.

How should the results from grant-related travel be communicated to the UMass Dartmouth community?
Faculty receiving support are expected to contribute to faculty development on campus. This could, for example, be through a workshop for the OFD or a presentation to their department. This contribution will be worked out on a case by case basis by the OFD in consultation with the faculty member.

APPLICATION PROCEDURE
Applications should contain the following information:
• Name, rank, discipline and contact details of the applicant.
• Details of the conference/event, including dates, purpose, etc. A website link is strongly encouraged.
• Evidence of acceptance (letter, e-mail, conference proceedings, etc.)
• Itemized list of expenses/anticipated expenses. Please note that receipts are required and that we can only reimburse expenses after travel has been completed.
• Please give details about the length of the presentation (or the equivalent information in the case of a poster presentation), whether there are co-presenters and whether you have access to other sources of funding.

INTENT TO SUBMIT
Faculty intending to present at a conference or waiting to hear if a presentation has been accepted should send an intent to submit to ensure that funds are set aside for their travel. Unfortunately, funds cannot be guaranteed if an intent to submit is not sent in. An intent to submit should contain as much of the same information as the standard application. Once your presentation has been accepted, please send a formal application for a travel grant to the OFD. We cannot process your request for funding unless we have a full application.

An electronic copy of the application or intent to submit must be sent via email attachment to Sandy Viveiros (sviveiros@umassd.edu) by Friday, December 11th at 4 p.m. Incomplete proposals will not be considered. Questions should be directed to Glaucia Silva, OFD Director, at gsilva@umassd.edu or 508-999-6534.