

Provost Travel Grant Program**Purpose**

The purpose of the Provost Travel Grant Program (henceforth referred to as the Program) is to support the dissemination of faculty scholarship through the presentations of original research or creative efforts completed at UMass Dartmouth at regional, national, and international venues. The research or creative work must be peer-reviewed and presented at a conference or professional meeting (such as exhibits or performances). Attending a meeting or chairing a session does not qualify for this program, but research indirects may be used if consistent with [ACA-027](#). Exceptions to these may be made on a case-by-case basis with the approval of the Chair, Dean, and Provost. The costs of conference attendance have increased significantly over the years, so this memo documents increased limits for travel support.

Eligibility

All full-time faculty members are eligible. Clinical-track faculty members are eligible for original work presented in a venue to support pedagogical or clinical scholarship. Teaching faculty are eligible for original work presented in a pedagogy-focused venue. Faculty displaying juried creative work for an exhibit are eligible to submit for support for shipping costs for artwork.

Allowable Travel Expenses

- Conference Registration
- Transportation
- Lodging and Meals
- Costs associated with preparing for the conference presentation, such as materials, supplies, specialized printing, shipping of artwork
- Fees associated with visa in case of international travel

Funds may be used for international or domestic travel.

Amount

The goal of this program is to provide up to \$2000 per faculty per year. The Provost's Travel Program will match up to \$1000 to all contributions (such as indirect, OFD, center, department, college, and use of personal funds).

Process

- Faculty members must secure funding from all available sources, including but not limited to the department, college, centers, external grants, or other sources, prior to applying to the Program.
- If traveling to a high-risk destination, obtain approval from the Travel Advisory Risk Management Committee (TARMC).
- Complete the Provost Travel Grant Form.

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- Complete the University Travel Authorization process (such as TerraDotta or Concur) completed prior to travel.

Criteria for Review

All applications will be reviewed using the following criteria:

1. Applicant's adherence to application guidelines and completeness, including providing information about other funding sources.
2. The significance of the conference. Conferences of the national association or society in the applicant's discipline are considered to be significant. When possible, evidence of the conference's selectivity and impact, such as the acceptance rate, should be provided by the applicant.
3. Applicant's record of extramural funding and/or publication during the previous five years.
4. Funding for a second conference is possible if the first conference does not exceed \$2000 of support across all funding sources. For example, if the first conference expenses were \$1000, then further support up to \$1000 may be possible, contingent upon funding availability. In the case of a second conference submission, include copies of the first conference worksheet as an additional attachment.

The application form may be found at <http://www.umassd.edu/provost/resourcesforfaculty/>

Completed applications (including approval signatures and all required attachments) must be received by the Provost's Office at least twenty-one (21) days prior to the date of presentation.

If you have any questions, please contact the Provost's Office via Provost@umassd.edu.

Example 1

A faculty member is looking to present original work completed at UMass Dartmouth.

- Estimated cost of conference presentation (including registration, travel, room and board etc.) - \$2200
- Estimated contribution from all sources other than this program - \$1400

The Program will supplement the contributions from other sources and match the \$800 to bring the award to \$2200.

Example 2

A faculty member is looking to present original work completed at UMass Dartmouth.

- Estimated cost of conference presentation (including registration, travel, room and board, etc.) - \$3600
- Estimated contribution from all sources other than this program - \$2000

The Program would supplement up to an additional \$1000 to bring the total to \$3000. The faculty member would be responsible for raising the remaining gap.

Example 3

A faculty member is looking to present original work completed at UMass Dartmouth.

- Estimated cost of conference presentation (including registration, travel, room and board, etc.) - \$2200
- Estimated contribution from all sources other than this program - \$800

The Program would supplement up to an additional \$1000 to bring the total to \$1800 (matching the \$800 from other university sources plus \$200 presuming personal contributions from the faculty). The faculty member would be responsible for raising the remaining gap.