

Professional Development Committee Supplementary & International Travel Grants Guidelines

The Professional Development Committee reviews and makes recommendations on both Supplementary Travel Funding requests and International Travel Funding requests. These two funding mechanisms are competitive and are awarded in addition to the two types of non-competitive funds available to each tenure-track faculty member per year: \$1000 funds for travel and \$300 funds awarded for travel, teaching/research supplies, books, or as supplemental to other grants. Any unused portion of the \$300 funds roll over to the next year, but not unused portions of the \$1000 non-competitive funds.

A maximum of \$1000 in supplementary travel funds may be requested each year. International Travel funds (max. \$700) can be applied for at any time and may be combined with a supplementary travel fund request as well. There is no deadline for either grant; applications are accepted by the PDC on a rolling basis.

Applications that meet the following criteria will be more likely to be recommended for approval:

- (a) Travel involves a formal presentation of some sort.
- (b) Travel will facilitate research, teaching or service.
- (c) Travel will facilitate a collaborative project.
- (d) Additional sources of funding have been secured and/or sought out.

Applications with additional details and specifications are available in the Faculty/Staff Handbook.

This document is kept current by the Professional Development Committee.

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