**Purpose:** Faculty Travel Grants provide funds to offset the costs of full-time faculty travel activities that will enhance research, scholarship, or creative achievement efforts. **Awards are competitive, versus automatic.**

**>>> New for the 2019-2020 Fiscal Year: <<<**

1. **Eligibility - 2019-2020 Priority:** Priority consideration will be given to professional development that emphasizes multidisciplinary research and scholarship, including integration, collaboration, new content areas, instrumentation, and skill sets. We especially encourage applications that have the potential to lead to grants, publications, presentations or other scholarly achievements, as well as make a significant impact on student outcomes.

**II. Submission Periods**

* **Fall 2019 Travel Dates:** Travel occurs July 1 – December 31, 2019

**Fall - First Requests only:** The application period opens May 1, 2019, and applications are accepted any time. The last day to submit Fall travel applications is October 15, 2019, by 5 pm. All first travel requests for Fall 2019 must be submitted a minimum of four weeks prior to the departure date, or they may be denied.

* **Spring 2020 Travel Dates:** Travel occurs January 1 – June 30, 2020

**Spring - First Requests only:** The application period opens November 1, 2019 and applications are accepted anytime. The last day to submit Spring travel applications is February 15, 2020 by 5:00 pm. All first travel requests for Spring 2020 must be submitted a minimum of four weeks prior to the departure date, or they may be denied.

* **Second Requests for Spring 2020 Travel Dates**

To ensure we are able to fund as many eligible first requests as possible, second requests will be accepted only from January 15, 2020 through February 15, 2020, unless otherwise announced. Funds will be awarded based on their availability and the stated significance of the conference as it relates to the multidisciplinary theme.

1. **Award Amounts\***

First request as Attendee – up to $1,000 in actual eligible expenses

First request as Presenter – up to $1,300 in actual eligible expenses

Second request as Attendee – up to $250 in actual expenses

Second requests as Presenter – up to $500 in actual expenses

*Read the revised ORSP Travel Policy for information on meal rates, reimbursement requests, etc.*

1. **Application Components**
2. All Applicants: Completed Application Form (2 pages)
3. For Attendees: (1) Conference agenda or program (PDF or screenshots, etc., are ideal, but please avoid sending links. Preliminary agendas are fine).
4. For Presenters: (1) Conference agenda or program showing their name and the presentation (PDF or screenshots, etc. are ideal, but please no links. Tentative agendas are fine). (2) Abstract of the presentation, as submitted. Evidence of acceptance is not required for the application phase but is necessary at the reimbursement phase. Once acceptance of the presentation has been received, faculty should forward that acceptance letter/email to the ORSP.
5. **Required Application Approvals**

Signatures on travel applications are required from the Applicant and the Department Chair or Head. The Dean’s signature is not required by the ORSP for the application but appropriate administrator approvals are required on all expense reports. Once signed, the form is sent back to the faculty member for submission; applications submitted by the Dean or Chair will be returned.

1. **Submission Instructions**
2. Submit signed application form and any required attachments in one email.
3. For the Subject Line, please use:

 “FacultyTravel\_FacultyLastName”

1. Submission Address: ORSP@JU.EDU

Please allow a minimum of ten business days for review and processing.

1. **Eligible Expenses for Reimbursement**

Please see the ORSP Travel Policy. Detailed instructions will be in the Award Notice.

1. **Submission of Reimbursement Requests**

Reimbursement requests and all original eligible receipts must be submitted within 10 business days of the return date that is stated on the original application. For expenses paid using a JU purchasing card (P-Card), please submit statements to ORSP well in advance of their due date to the Controller’s Office; we will add the appropriate account numbers for the expenses, sign off for approval, and submit directly to the Controller’s Office. The ORSP reserves the right to deny reimbursement requests, whole or in part, that are submitted after the 10-day post-trip period. Faculty and administrative support is strongly encouraged to check all calculations and receipts for eligibility prior to sending to the ORSP. Incorrect expense reports will be returned to the department for correction.

Please be advised: Each award is for a one-time travel request for one person, meaning if the reimbursement amount is lower than the original award amount, unused funds do not carry-over for later use by the faculty member. Unused funds are redistributed back into the pooled budget and used for other requests.

After-the-fact travel requests or reimbursements are ineligible and will not be considered.