# SUNY Geneseo 2013-14
# FACULTY TRAVEL GRANTS and the
# HURRELL/McNARON AWARD for SCHOLARLY PRESENTATION (Rev. 08/12/13)

**The Faculty Travel Grants Program is designed to support the costs of faculty travel to conferences and professional meetings to make formal presentations, exhibits, or performances, involving their research, scholarship, or creative activities.** The program is supported by the **Geneseo Foundation** and funded by private contributions. The Geneseo Foundation and the College Senate recognize that support for travel is an important concern for faculty, and this program is designed to encourage and help support participation in professional meetings.

**GUIDELINES**

1. Faculty Travel Grants will cover the costs of transportation, lodging, meals, abstract submission fees, and conference registration fees.
2. Grants will be made to formal participants at professional meetings, conferences, showings, or performances. Participation is defined as presenting a paper or poster, organizing a session, serving as a discussant, or giving an invited performance or gallery showing.
3. *Requests for other forms of travel must be accompanied by a one-page justification describing the activity and why it should be considered for a travel grant. These requests will be evaluated based on the degree to which they disseminate scholarly work and will be given a lower priority than applications described in item 2, above.*
4. Requests for funds to conduct research (e.g. field work, trips to libraries or archives) will NOT be considered.
5. The funding year will be divided into three funding periods in the following order: Summer, Fall, and Spring. Each period will have its own deadline for applications. June 1st marks the beginning of the summer travel period. The deadline for travel which occurs during the **Summer** (after June 1st) is **May 10**, the deadline for the **Fall** semester is **September 6** and the deadline for the **Spring** semester is **January 24**. The **Summer 2014** deadline is **May 9**. Deadlines will be enforced to enable prompt review of applications after the closing date. If you have not yet received notification that your presentation has been accepted, you should still apply at the appropriate deadline and confirmation of your acceptance can be provided later.
6. All applicants should be aware that if they encumber travel expenses before applications are reviewed they do so at their own risk.
7. The maximum grant will be $800 for a presentation in the United States (excluding Hawaii) or Canada, and $1,000 for a presentation in Hawaii or a country other than the U.S. or Canada. Annual maximums per faculty member will be $800, or if a conference in Hawaii or outside the U.S. or Canada is included, the annual maximum will be $1,000. The annual maximum applies over three rounds of funding: Summer 2013, Fall 2013, Spring 2014.
8. **In the event that the Research Council has insufficient funds to award all eligible requests in an application round, funds will be awarded at a percentage rate equal to the total available funds divided by the total amount of approved requests.**
9. Out-of-state travel must be approved by the Provost and international travel must be approved by the President. These approvals will be obtained after the forms have been submitted to the Research Office.
10. All funds will be maintained and dispersed by the Geneseo Foundation. Appropriate receipts must be submitted to the Geneseo Foundation before reimbursement. Reimbursement for auto travel will be administered at the lowest cost to the college (the lower of actual mileage at $.565 per mile or the cost of auto rental plus gas). Meal and hotel cost reimbursement may not exceed current per diem rates for the conference location. Please use: http://www.gsa.gov/portal/category/21287 for current rates.

**APPLICATION FOR RESEARCH TRAVEL GRANT**

The original signed application only should be submitted to the **Office of Sponsored Research. Research Travel Grant applications must be accompanied by confirmation of participation** or in the case of late semester presentations where acceptance is not yet available, applications will be reviewed with the understanding that confirmation will be provided before payment can be approved**.** *Do not send a copy of your presentation or vita.*

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**HURRELL/McNARON AWARD FOR SCHOLARLY PRESENTATION**

**If you wish to be considered for the Hurrell/McNaron Award (see the third page of this document), please:**

1. Check the box at the bottom of the Research Travel Grant application form to indicate that you wish to be considered for the award.
2. Complete the Hurrell/McNaron application form page (at the end of this document) and include this page with your application.
3. Provide the additional attachments required for the Hurrell/McNaron award, as indicated on the application form.

**RESEARCH COUNCIL**

# 2013-14 FACULTY TRAVEL GRANT APPLICATION

***Funded by the Geneseo Foundation***

**Applicant Information**

| | |
|---|---|
| Name: | Department: |
| Email Address: | Campus Telephone: |

**Presentation Information**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Type (check one) | ☐ Paper | ☐ Poster | ☐ Discussant | ☐ Session Organizer | ☐ Gallery Showing | ☐ Invited Performance | ☐ Other (attach justification) |
| Title of Presentation | | | | | | | |
| Name of Conference/Meeting | | | | | | | |
| Location | | | | Departure Date | | Return Date | |

**Detailed Budget**

| | | |
|---|---|---|
| Transportation | Common Carrier | $ |
| | Auto ____ miles @ $0.565 per mile | $ |
| | Taxi or shuttle (__ trips) | $ |
| Lodging | __ nights @ $ _____ per night | $ |
| Meals | | $ |
| Conference Registration Fees | | $ |
| Other costs (please list) | | $ |
| | | $ |
| | | $ |
| **TOTAL COSTS** | | **$** |
| Department Support | | - $ |
| Other Support | | - $ |
| **NET REQUEST or $800 ($1,000 for Hawaii/outside U.S. or Can.), WHICHEVER IS LESS** | | **$** |

**Attachments**

| |
|---|
| ☐ Confirmation of participation (copy of email, letter, etc.) |
| ☐ Justification for "Other" types of conference participation or presentation (no more than one page) |

**Signatures**

| | |
|---|---|
| _____ _____<br>**Signature of Department Chair** **Date** | _____ _____<br>**Signature of Applicant** **Date** |

**SPONSORED RESEARCH USE ONLY**
**Signatures for Out-of-State and International Travel**

| | |
|---|---|
| _____ _____<br>**Signature of Provost** **Date** | _____ _____<br>**Signature of President** **Date** |

***The <u>original signed copy</u> of the application should be submitted to the Office of Sponsored Research, Erwin 205, ext 5547, by 4:00 PM on the deadline date (May 10, 2013, September 6, 2013, January 24, 2014, May 9, 2014).***

**Hurrell/McNaron Award for Scholarly Presentation**

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| ☐ I wish to be considered for the Hurrell/McNaron Award for Scholarly Presentation. The Hurrell/McNaron application form and additional required documents are attached. |

# HURRELL/MCNARON AWARD FOR SCHOLARLY PRESENTATION
## 2014 (Rev 08/12/13)

The Hurrell/McNaron Award is an annual award of $1,000 presented to an untenured faculty member in support of a paper or comparable project to be delivered at the major umbrella association conference of his or her discipline or profession. The purpose of the award is to encourage and reward untenured faculty who contribute significant scholarship and comparable activity to the national association conferences in their respective disciplines and professions. The award will be made each year through the Geneseo Foundation, and is supported by an anonymous donor. The awardee will be selected by the Research Council in March of each year. The presentation for which the award is received must occur between June 1 of the previous year and May 31 of the year in which the award is given. The Hurrell/McNaron Award winner may seek support from other sources for the same project. The entire award will be made to a single individual. **The application deadline is March 7, 2014.**

Faculty members apply for the Hurrell/McNaron Award through the Research Council Faculty Travel Grants program. This program accepts applications each summer, fall, and spring for travel occurring that semester. Required documents for the Hurrell/McNaron award (see below) may be submitted with Faculty Travel Grant applications, but should be received by Office of Sponsored Research no later than the March 7, 2014 deadline. The $1,000 Hurrell/McNaron Award will be in addition to any money awarded by the Research Council. The awardee will receive any balance remaining after presentation expenses, and will not have any Research Council grant reduced because of the Hurrell/McNaron Award.

**Applicant Information**

| | |
|---|---|
| Name: | Department: |
| Email Address: | Campus Telephone: |

**Eligibility**

***In order to be considered for the Hurrell/McNaron Award all four eligibility requirements must be met (please check the boxes).***

| |
|---|
| ☐ I am a tenure track faculty member who has completed at least one full year of teaching at SUNY Geneseo prior to the date of this application. |
| ☐ I have not received a notification of tenure decision from the President prior to the date of this application. |
| ☐ My paper (or similar scholarly work), or proposal for a paper or similar work, has been accepted for presentation at a major conference in my discipline. |
| ☐ I have not previously received the Hurrell/McNaron Award. |

**Attachments**

**In addition to:**

1. The Faculty Travel Grant application form (with the box at the bottom checked for the Hurrell/McNaron Award)
2. Confirmation of participation

**The following attachments must be provided with your application (please check the boxes):**

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|---|
| ☐ A letter of endorsement that can address the significance of the conference presentation to the applicant's discipline. This letter may be from the department chairperson, faculty colleague, or an outside expert who can best comment on the significance of the applicant's conference presentation. |
| ☐ An abstract of the paper or presentation, written for an intelligent layperson. The abstract should be no more than one page long. |
| ☐ A description of the significance to the applicant's discipline of the work being presented, written for an intelligent layperson. |