Travel Award & Irene O’Brien Research Fund Request

Eligibility:
Any full-time faculty member may apply for a Travel Award and an Irene O’Brien Fund. The applicant must adhere to ALL the funding criteria and guidelines, and present a clear, complete, and reasonable rationale for the activity and budget. *If a faculty member is presenting he/she can apply for both the Travel Award and O’Brien grants.*

Application Procedure
1. Fill out and attach the completed application cover sheet to the information requested below.
2. All requests for funds should include the following:
   a. Title of the activity for which funds are requested.
   b. Name, title, department, office number, home phone, e-mail and office phone of the faculty member requesting the funds.
   c. List(s) of previous proposals for support from the fund(s) and dates they were granted.
   d. The estimated cost of the activity, including a detailed budget of how this amount will be used. Documentation that all other sources of funding have been exhausted must be submitted. (For example, an e-mail from your department chair and dean indicating that no funds are available or indicating amounts of funds that are available.)
   e. The rationale and purpose of the activity, which must include a description of the conference or project.
   The following forms of documentation will serve as support for the grant proposal(s):
      i. If the request is for the Travel Award to attend a conference, the applicant must have documentation that supports this. The rationale and purpose of the activity must include a description of how the activity will make a significant contribution to the professional development of the faculty member.
      ii. If the proposal requests funds from the Irene O’Brien Research Fund for a presentation or for some other type of scholarly activity, then the applicant must provide documentation of the occurrence of the activity.
      iii. If the proposal requests funds for publication, the applicant must document that publication is pending.
      iv. Any activity funded by a grant from the Faculty Professional Development Committee must be appropriately identified in a publication or publicity concerning that activity. (For example, if you are conducting a workshop on the results of your research at some other university, then evidence that this workshop is scheduled should be provided.)
      v. A letter of support is recommended (not required) from academic department chairs, deans, or academic discipline colleagues attesting to the value or potential of the professional development activity to the faculty member.
3. Applications must be submitted in full prior to the event for which funds are sought. Applications will not be approved after the fact and will only be accepted for events occurring within the current fiscal year in which the event is to be held (an exception being events occurring very early in the fiscal year may be considered in the preceding fiscal year).
4. Repeated requests for the same activity that has scholarly growth potential should be made through the Continuing Excellence Fund application. Please check on the front of the FPDC Grant Application form that you are applying through this fund. Guidelines for the Continuing Excellence Fund can be found at the FPDC website.
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Final Reporting Requirements:
The successful applicant will be responsible for submitting a final report according to the final reporting requirements specified for the Travel Award and/or the Irene O’Brien grant within 30 days of the end of the award period. The final reporting requirements are available at the FPDC website. Copies of receipts (verifying an appropriate expenditure of the funds) must be attached to the report. The funds from this grant will be transferred to your department’s funding center upon receipt of an acceptable final report. Should successful applicants fail to submit an acceptable final report, the FPDC will refuse to consider the applicant’s subsequent requests for support from any FPDC fund.

More About the Travel Award Request

Purpose:
The FPDC Travel Award will award faculty members funds to assist with traveling expenses to a conference or workshop. Unlike the requirements of the Irene O’Brien Research Fund, the Travel Award does not require the faculty member to be presenting at the conference.

Criteria:
Proposals will be evaluated by the Faculty Professional Development Committee according to the extent to which the proposal shows that the conference or workshop will make a significant contribution to the professional development of the faculty member.

Restriction:
1. Applicants must apply prior to traveling; i.e., funds will not be awarded after the fact.
2. Faculty members are eligible for the Travel Fund only two times in a fiscal year, running from July 1st to June 30th of the following year, but are only eligible for one award per semester within that fiscal year. The fiscal year is divided into two funding periods into which funds are evenly divided, one running from July 1st to December 31st and the other running from January 1st to June 30th.
3. FPDC Travel Awards (only up to the actual un-reimbursed expenses, of course) will be transferred to the faculty member’s departmental funding center (1) upon receipt of an acceptable final report after the date of travel; and (2) after the verification that any funds provided by the dean and/or department (or other area on campus) have already been applied toward the travel. Furthermore, FPDC funds are “event specific” (i.e., funds can only be used for the event for which the funds were awarded).

More About the Irene O’Brien Research Fund

Purpose:
The Irene O’Brien Research Fund represents income from a bequest to the university by the late Irene O’Brien. The purpose of the fund is to promote research or scholarship that leads to publication or otherwise makes an academic contribution to the university or to the academic discipline (for example, leading a workshop off campus). Funds will be available to attend conferences only when the faculty members are making presentations at the conferences.

Criteria:
Proposals will be evaluated by the Faculty Professional Development Committee according to the following criteria:
1. Extent to which the proposal seeks funds for research or scholarly efforts leading to publication.
2. Extent to which the proposed activity makes a significant contribution to the University or the faculty member's discipline.
3. Extent to which the activity makes a significant contribution to the faculty member's professional development.

Restriction:
Faculty may not apply for more than two FPDC Irene O’Brien Research Fund awards per academic year (one per semester).