

## Traveling Scholar Award Guidelines

### Purpose:

The FPDC Traveling Scholar Award (TSA) Program provides funds to assist full-time regular (tenured or tenure-track) faculty members for travel to events sponsored by regionally, nationally, or internationally recognized professional organizations within the applicant's discipline involving the dissemination of scholarship. TSA funds can also be used to pay registration and other fees associated with virtual/online conferences.

### Eligibility:

Any regular (tenured or tenure-track) faculty member may receive up to \$1,000 in TSA funds during the fiscal year (July 1 to June 30). The total award can be in a single award or divided among multiple awards (but a separate application is required for each award). For travel to an in-person conference, tenured faculty members must present or participate in an official capacity (e.g. conference planning committee member, organization officer, etc.). Tenure-track faculty members may attend without presenting. During 2020-21, TSA funds may be requested for registration fees for virtual conferences by all regular faculty, whether or not they are presenting; however, faculty must explain how the virtual conference participation will enhance their professional development. The applicant must adhere to ALL funding criteria and guidelines and present a rationale for the activity and budget.

### Co-authored research:

FPDC will provide funding to only one (1) Cal U faculty member to travel to present co-authored research, unless a significant professional development benefit can be demonstrated for funding additional TSA awards.

### Research involving students:

FPDC will provide TSA funding to attend a conference to present scholarship/creative activity co-authored with a graduate or undergraduate student. FPDC will NOT provide support for a faculty member to travel with a student presenting her/his own independent research, nor for the student. (This type of travel support is available from the Center for Undergraduate Research).

### Criteria:

Proposals will be evaluated by the Faculty Professional Development Committee according to the extent the proposal shows a significant contribution to the professional development of the faculty member in terms of relevance to discipline, significance to faculty member's professional development, impact in the scholarly community, and connection or benefit to CALU.

### Restrictions:

1. Applicants must submit a completed application to the Faculty Center at least two weeks prior to traveling or prior to the start of a virtual conference; i.e., funds will not be awarded after the fact.

2. FPDC TSAs cannot exceed the actual un-reimbursed expenses.
3. FPDC TSAs are “event specific” (i.e., funds can only be used for the event for which the funds were awarded).
4. FPDC TSAs cannot be used for activities not focused on the dissemination of scholarship, such as presentations not fitting the purpose defined above; workshops, training, or continuing education programs; recruitment or marketing of programs.

#### Application Procedure:

Applicants must submit at least two weeks prior to the date of travel a completed “Application Form for FPDC Funds” that is available at the FPDC website, making sure to follow all the instructions on the first page of the application under the “Traveling Scholar Award” section. The university Travel Approval Form is also required for conferences involving physical travel. This form is not required for virtual conferences.

#### Funding and Reporting:

Upon approval of the TSA by the FPD Committee, funds will be transferred to the faculty member’s departmental cost center. It is the faculty member’s responsibility to ensure that travel arrangements are made following current university guidelines and/or purchase requisitions are completed for other expenditures. Copies of all receipts and purchase requisitions must be submitted within 14 days of travel to [fpdc@calu.edu](mailto:fpdc@calu.edu). Any unused funds must be returned to FPDC within 30 days. Failure to complete reporting requirements may impact future requests for funds from the faculty member or the faculty member’s department.

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