Supplemental Travel Fund Requests

Supplemental travel funds may be requested once a faculty member’s annual allocation has been exceeded. It is generally expected that when additional funds are requested they will be used for essential training on areas related to research and scholarship or to facilitate a faculty member’s presentation of his or her own scholarship and research. Available funds will be distributed equitably throughout the year and typically a faculty member is permitted only one supplemental request per fiscal year.

The procedure for making requests typically involves sending a one page letter of application and a one page detailed budget (in an attached Word document) via email to the Associate Dean for research. The application should describe the amount of the request and the purpose of the travel. If the purpose involves attendance at a workshop to enhance skills, the request should describe how the training will be incorporated into the faculty member’s future work. The one page budget should typically not exceed $1500 per request. All or part of the funding may be provided, depending on the nature of the request and the availability of funds.

Final decisions about supporting travel will be made by the Associate Dean for Research, in consultation with the Dean, the Associate Dean for Academic Affairs and the business and finance manager.

When travel involves training, it is expected that, whenever possible, the faculty member receiving funds will facilitate faculty access to training materials provided at the workshop. For example, it is expected that the faculty member will provide the Associate Dean for Research with electronic copies of handouts or links to Powerpoint or online presentations made at the workshop. Similarly, if the travel is for a scholarly presentation, the faculty member is also asked to share the materials associated with that presentation with the faculty, by providing electronic copies of presentation materials to the Associate Dean for research. A commitment to and plans for sharing information and presentations with the rest of the social work faculty should be clearly stated on the one page funding application. The Associate Dean for Research will insure that shared materials provided will uploaded to an accessible web site (such as the “Q” drive) and labeled so that they can be accessed by other faculty members.