M E M O R A N D U M

**TO: Department Chairs and Program Directors**

**FROM: Melissa Ray**

**DATE: January 5, 2024**

**RE: Arts & Sciences Dean’s Faculty Travel Award Program**

The Dean’s Faculty Travel Awards Program offers financial support to encourage and advance the teaching and research activities of our faculty while positioning FSU at the forefront of national and international scholarly activity. Approximately 15-20 awards of up to $1,500 each will be given out each application cycle.

**Eligibility:**

* All faculty members are eligible to apply for travel support. Courtesy and Visiting Faculty are not eligible to apply.
* Applicants cannot have received funding in either of the previous two years.
* These funds are meant to supplement any money already allocated to the applicant for travel.
* Funding may be used to support research-related travel, conference and meeting participation/attendance (including virtual/online conference fees) and travel to FSU by visiting collaborators. Allowable expenses include airfare, hotel, ground transport (including rental cars), meal allowances and mileage.
* Award recipients will be asked to submit a brief report summarizing their activities.
* Award recipients certify, by the submission of their application, that they will be willing to serve on a future selection committee if asked.

**Award Determination:**

* Committee members will be asked to determine the merit of each application by evaluating the answers provided on the application form. Review committee members find that additional details about conferences and travel activities are very helpful in making decisions, especially when the applicant’s discipline is different than their own.
* The following factors will be used to evaluate the applications:
  + Does the proposed travel address important/significant aspects of the applicant’s research or creative projects and/or teaching?
  + Does the applicant have other funds available to cover this travel?
  + Priority will be given to those who have not previously submitted a successful application.
  + Preference will be given to applicants according to the following scale:

1. Presentation of original research at a conference or meeting, archival or other field research, or visits to or from collaborators;
2. Attendance at conferences where the applicant is not an active participant (e.g., applicant may be a respondent on a panel, may serve on one or more of society’s or organization’s committees, etc., or may simply attend – in all of these cases, please explain why in-person attendance is beneficial).

**Application Procedures:**

* Go to the [Dean's Faculty Travel Awards Application](https://us.services.docusign.net/webforms-ux/v1.0/forms/a94ddca053a580c3391772cbfb426727) and complete the form.
* Attach a 2-page CV (PDF or Word documents work best)
* Submit the application through DocuSign.
  + The application will automatically route to the applicant’s Department Chair or Director for endorsement before final submission to [as-awards@fsu.edu](mailto:as-awards@fsu.edu).

**Next Application Deadline:**

* **March 1, 2024, by 5:00 p.m., for travel commencing 4/1/2024 – 9/30/2024**

\*Late applications will be considered only if the review committee is otherwise unable to utilize the funds.

If you have questions, contact Melissa Ray at 644-4949 or email as-awards@fsu.edu.