

Dean's Discretionary Funds for Travel – FY 2021

The Dean's discretionary funds are intended and available to faculty as travel funds for scholarly activities. Full-time faculty employed at the rank of instructor or above are eligible to apply. The committee will determine how best to distribute the funds to support as many appropriate proposals as possible.

Procedures

1. Applications are available at <https://www.emporia.edu/teachers-college/about-college/deans-office/>
2. The application consists of two pages—page 1 contains the information you provide about your travel request, and page 2 is the 'Evaluation Checklist' that the evaluation committee will complete about your request. You should consult the checklist as you prepare your request.
3. Applications (including a scan or pdf of presentation acceptance letter) are submitted electronically to the Department Chair who will approve and then forward to TTCDEAN@emporia.edu by September 1 for fall semester travel and February 1 for spring semester or summer session travel.
4. The Dean's Office/Associate Dean will verify receipt of the application with applicant and department chair and will notify applicant of the funding status within 3 weeks of stated deadline.

Evaluation

Proposal must include:

- Presentation Acceptance letter (scan or PDF is acceptable)
- All questions in application answered, including:
 - whether or not the applicant has previously received funding from the dean's office this year.
 - List of ESU TTC co-presenters.
 - Funding provided by other sources (department, graduate office, grant, etc.)

All proposals will be reviewed by the Dean's Discretionary Funds for Travel Committee after the deadline using the attached Evaluation Checklist, and the committee will determine equitable funding for qualified applications.

Guidelines for maximum funding (could be less depending on number of proposals accepted):

30 points	\$200
25-29 points	\$180
20-24 points	\$150

Multiple presenters for the same session will receive a maximum of \$400, if applicable.

Awarding of points for the "Presentation/Activity Location" section will be based on the sponsoring organization (international/national, state/regional, or local) as well as the location (Emporia, Kansas, within the US, or outside of the US). Both will be considered for awarding points.

Application for Dean's Discretionary Funds for Travel

Name of Applicant: _____ Department: _____

Names of ESU TTC Co-Presenters: _____

Funds are requested for: Conference Presentation _____ Activity (describe) _____

Presentation is: International or national _____ State or regional _____ Local _____

Date of Presentation /Activity: _____ Presentation/Activity accepted? (include electronic copy of acceptance letter) _____

What other funds have you requested? If not, why? _____

Fees associated with presentation or activity:

Registration \$ _____ Travel \$ _____ Lodging \$ _____ Materials \$ _____

Have you received funding this year from the Dean's Travel Fund? Yes _____ No _____

Describe how this presentation or activity supports high impact learning initiatives and the mission and long range plan of the Teachers College (<https://www.emporia.edu/teachers-college/about-college/deans-office/>)

Project Abstract or Activity Description – 250 words or less per presentation. Use only the space provided.

Signature of Applicant (electronic): _____ Date: _____

The chair's signature does not imply an evaluation of merit.

Signature of Department Chair (electronic): _____ Date: _____

Associate Dean

Date of Transfer of Funds to Sponsoring Department: _____

Evaluation Checklist for Dean's Discretionary Funds for Travel

Eligibility (a no in any of these means the application is not qualified)	Yes/No
Is application form complete? <i>Yes or No</i>	
Evidence of presentation/activity acceptance? <i>Yes or No</i>	

Evaluation

	Points
I. Presentation/Activity location (8-10 points) International 10 points National 8 points State/Local 0	
II. Degree to which presentation/activity supports high impact learning initiatives and the mission of The Teachers College (0-10 points) 0-3 pts Presentation/Activity does not support high impact learning or abstract is unclear about how presentation/activity supports high impact learning 4-6 pts Presentation/Activity somewhat supports high impact learning 7-10 pts Presentation/Activity strongly supports the high impact learning	
III. Evidence the presentation/activity is well articulated (0-10 points) 0-3 pts Abstract/description is unclear regarding type and/or purpose of Presentation/Activity 4-6 pts Abstract/description is vague regarding type and/or purpose of Presentation/Activity 7-10 pts Abstract/description is well articulated, type of Presentation/Activity and purpose are clear	
<i>Total Points (30 possible)</i>	
Comments/Concerns	
Reviewers initials:	