Dean’s Discretionary Funds for Travel

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. $1900 is available for the entire year with $950 distributed in the fall and $950 distributed in the spring. The committee will determine how best to distribute the funds to support as many appropriate proposals as possible.

Procedures

1. Applications are available at http://www.emporia.edu/teach/dean/

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 acceptance letter) are submitted electronically to the Department Chair who will approve and then forward to the Associate Dean (kweaver@emporia.edu) by September 1 for fall semester travel and February 1 for spring semester or summer session travel.

4. The 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:

- Number of times this academic year you have received funding from the Dean’s Discretionary Funds for Travel.
- List of 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):

- 40 points $300
- 35-39 points $250
- 30-34 points $200
- 24-29 points $100

Multiple presenters for the same session will receive a maximum of $600, 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: ________________________________

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 ________  If yes, how many times? ________

Describe how this presentation or activity supports the Long Range Plan of the Teachers College (http://www.emporia.edu/teach/dean/)

________________________________________________________________________________________

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Project Abstract or Activity Description – 250 words or less. 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: ________________________________

FOR ADMINISTRATIVE USE ONLY:

Committee Action: __________  Committee Members: ____________________________________________________

Fund ________  Amount: ________

Deny ________

Date of Committee Actions: __________

Associate Dean

Date of Transfer of Funds to Sponsoring Department: ________________________________

http://www.emporia.edu/teach/dean/DeansTravelFundAppFY12.docx.doc
# Evaluation Checklist for Dean’s Discretionary Funds for Travel

## Eligibility

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is application form complete? Yes or No</td>
<td></td>
</tr>
<tr>
<td>Evidence of presentation/activity acceptance? Yes or No</td>
<td></td>
</tr>
<tr>
<td>Funding sought from other sources? Yes or No</td>
<td></td>
</tr>
</tbody>
</table>

## Evaluation

### I. Evidence the presentation/activity is well articulated (0-10 points)

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>Abstract/description is unclear regarding type and/or purpose of Presentation/Activity</td>
</tr>
<tr>
<td>4-6</td>
<td>Abstract/description is vague regarding type and/or purpose of Presentation/Activity</td>
</tr>
<tr>
<td>7-10</td>
<td>Abstract/description is well articulated, type of Presentation/Activity and purpose are clear</td>
</tr>
</tbody>
</table>

### II. Degree to which presentation/activity supports the Long Range Plan of The Teachers College (0-10 points)

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>Presentation/Activity does not support LRP, or abstract is unclear about how presentation/activity supports the goals and objectives of the LRP</td>
</tr>
<tr>
<td>4-6</td>
<td>Presentation/Activity somewhat support the goals and objectives of the LRP</td>
</tr>
<tr>
<td>7-10</td>
<td>Presentation/Activity fully supports the goals and objectives of the LRP</td>
</tr>
</tbody>
</table>

### III. Presentation/Activity location (2-10 points)

<table>
<thead>
<tr>
<th>Location</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>International or national</td>
<td>10</td>
</tr>
<tr>
<td>State or regional</td>
<td>5</td>
</tr>
<tr>
<td>Local</td>
<td>2</td>
</tr>
</tbody>
</table>

### IV. Prior Support (2-10 points)

<table>
<thead>
<tr>
<th>Support</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has not received prior funding this academic year</td>
<td>10</td>
</tr>
<tr>
<td>Fewer than three funded travel activities this academic year</td>
<td>5</td>
</tr>
<tr>
<td>Three or more funded travel activities this academic year</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Points (40 possible)**

## Comments/Concerns

Reviewers initials:
