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FACULTY TRAVEL GRANT (FTG)

# Guidelines for 2025

# Application Deadline: Monday, April 21st, 2025 at 11:59 PM

Award Notifications: Friday, May 2, 2025

## PURPOSE & OVERVIEW

This program is designed to provide financial support for scholarly and creative activities/presentations by University of South Florida faculty at major professional meetings, venues, institutions, and conferences. The goals of the program are to enhance the national and international visibility and prestige of research activities and creative endeavors conducted at USF and to encourage interaction with colleagues outside of the USF community. Consequently, the highest priority will be given to faculty who are personally invited to give keynote speeches, plenary presentations or other major addresses, presentations, performances, exhibitions, etc. In addition, the prestige and scope of the conference/venue/institution will also be considered.

Researchers who are serving in a temporary or post-doctoral capacity with short-term goals for employment at USF are not eligible for a FTG.

All decisions pertaining to funding are final and the Office of Research reserves the right to recommend funding applications at any level up to the maximum ($2,000 for domestic travel, and $3,500 for international travel).

**ELIGIBILITY CRITERIA** (to **be eligible** applicants **must):**

1. Submit with the proposal an invitation/acceptance notice (in English) from a meeting official to conduct the presentation/creative activity, note 1
2. Be a current USF CDAP faculty member.
3. Be tenured, tenure earning, or in a regularly renewable position that contractually require creative presentations and independent research, note 2
4. Be employed by USF, in current position, at time of presentation/performance, see Note 3
5. Not have available funding for the travel described in this application from any other sources, see Form 3

### Notes:

1. Applications that do not include an invitation or formal acceptance of a presentation will not be reviewed.
2. Non tenure-track faculty must submit a letter from their chair/director or dean confirming that the applicant is employed in a regularly renewable position, paid as a USF faculty member, expected to conduct creative presentations and independent research, and it is anticipated that the applicant will be regularly renewed.
3. Faculty who leave the university, or accept a position elsewhere prior to their travel, will forfeit the grant.
4. Application must be submitted for only one presenter. Under normal circumstances, preference is given to the principal author and presenter of the paper or creative presentation.

### limited financial resources or who have All things being equal, priority may be given to applicants who have not received a FTG in the past.

1. Applicants are encouraged to pursue all sources of funding for their trip and **the availability of other funds for this trip will be considered.** Funding may not overlap for travel in this application. If awarded and overlapping funding is subsequently obtained from another source for this trip, the applicant must notify the CDAP Research office to discuss a management plan by emailing [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu).

Post-travel applications (retroactive funding) will not be accepted. Do not submit an application for past travel.

**EVALUATION CRITERIA** (as communicated to the reviewers)

* + Potential importance of the presentation/creative activity to the visibility and reputation of the College of Design, Art & Performance and USF.
  + Prestige of the meeting/venue/institution compared to others in the field of scholarship, performance, and research.
  + International scope of the meeting/venue/institution.
  + Nature of the invitation.
  + Type of presentation or activity (e.g., keynote, lecture, masterclass, session speaker, residency, exhibition, performance).
  + Potential contribution to the state of the art.
  + Potential to contribute to the applicant’s professional development as a researcher/scholar/performer.
  + Clarity and soundness of objectives and rationale for attending the conference/creative activity, Form # 5.
  + Adherence to the application guidelines and quality of documentation.

Department endorsement of the travel will be taken into consideration. Applicants are strongly encouraged to include a one-page letter of support from their department chair discussing the reputation of the conference and the presentation’s potential impact on the applicant’s career and on the university.

## GRANT PERIOD & FUNDING

Grant funds are event specific and cannot be used for other trips. Travel must take place for the travel requested and the dates specified in the application, or the funds will be forfeited.

Funding will be based on the primary presentation and only expenses for that presentation will be covered. However, applicants are encouraged to take advantage of other scholarly opportunities on their trips.

Secondary activities related to research may be taken into consideration in the review process. If funded, grant recipients are expected to participate in all activities listed on the application and provide documentation in the Final Travel Report. Failure to do so may result in the revocation of the grant.

All travel expenses must be approved and processed by the USF Travel Department. This should be done within the timelines printed in the Travel Manual. The grant recipient is responsible for following the [USF Travel Department’s](https://www.usf.edu/business-finance/controller/payment-services/travel.aspx) policies and procedures.

## ALLOWABLE COSTS

Air and ground transportation, lodging, meals not provided by the conference, conference registration fees, and other incidental expenses specific to the conference/event as described in the USF Travel Manual.

**UNALLOWABLE COSTS:** membership fees for professional organizations, any expenses for **side trips**, internet access, and any expenses not allowed by the USF Travel Department. Please consult the [Travel Manual](https://www.usf.edu/business-finance/controller/documents/travelmanual.doc) for additional information.

## CHANGE OF TRAVEL PLANS

The FTG is **event-specific** and may not be transferred to another trip or presentation. If the awardee is unable to make the presentation at the event for which these funds were received, the grant will be forfeited unless the conference or event is cancelled and rescheduled.

## APPLICATION SUBMISSION PROCEDURES

Follow the specified application requirements and submission procedures closely and provide **ALL** the requested information. Failure to do so may result in the rejection of the application.

Questions regarding the forms or procedures should be directed to

[COTA-Research@usf.edu](mailto:COTA-Research@usf.edu)

**Submit the application electronically**: Email the Docu Signed single PDF to [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu) by the deadline.