

TRAVEL AWARD FOR ARTS AND SCIENCES FACULTY (TAASF)

Supported as a collaboration between
The College of Arts and Sciences and
The Office of Research and Sponsored Programs,
East Tennessee State University

The Offices of the Dean of the College of Arts and Sciences and the Vice Provost for Research and Sponsored Programs at East Tennessee State University strongly support faculty efforts to present their research findings or scholarly activities to their colleagues, peers and audiences. The **Travel Award for Arts and Sciences Faculty (TAASF)** program is established to provide support for faculty who have been invited to participate in professional meetings, conferences or symposia, performances, or exhibitions. *This award is intended for individuals who are giving presentations of major significance in an international context.* The TAASF is made available from funds provided by the Office of Research and Sponsored Programs and the College of Arts and Sciences. Interested faculty must be willing to acknowledge the source of funding within the presentation itself and/or in any materials/handouts.

The maximum award an applicant can receive from the TAASF program is \$2,000 or 80% of the total cost, whichever is less. It is expected that any costs above this amount will be covered by the applicant's department or other sources. Support from this program should be used for lowest round-trip airfare and other additional expenses related to the travel such as local transportation costs, hotel costs, and meals. Award funds may also be used to pay conference and registration fees.

This funding will not be provided for:

- travel abroad, programs of study abroad, travel to conferences organized and/or offered exclusively by for-profit entities, or for organizing an international gathering;
- invitations for departmental presentations at international institutions alone;
- the collection of research data, collaboration or networking quests;
- to attend conferences, meetings, exhibitions or performances;

Applicants are asked to submit TAASF applications in advance of an expected meeting, performance or exhibition. Reimbursements will not be made for previously-given presentations. Applicants are required to comply with the ETSU Travel policy (see the Compliance section below).

APPLICATION DEADLINES

The CAS Dean's office anticipates a round of funding each Fall and Spring semesters. For official deadlines, see the posted information at

http://www.etsu.edu/research/orspa/funding_opps/internal.php#TAASF

Specific questions may be addressed to the Dean's office or to research@etsu.edu

ELIGIBILITY

- Only tenured or tenure-track faculty within the ETSU College of Arts and Sciences may apply.
- There is a limitation of one award to an individual within any 24-month period. An applicant may submit a new application for an event occurring no less than 24 months after the date of the previously-awarded meeting, performance, or exhibition.
- The University expects the applicant to remain a University employee for a minimum of one year following completion of a funded award; if this stipulation is not met, the awardee may be asked to return the full award amount to the University.

APPLICATION INSTRUCTIONS

Applicants should submit their requests in the form of a proposal (see "Application Format" instructions below), e-mailed to research@etsu.edu. Within the proposal, it should be made clear to any reviewers that the conference is a high-profile gathering of international significance, as evidenced by title, agenda, location and/or reputation and number of attendees. Additionally, the specific benefit(s) to ETSU should be included in the narrative, including how the University will be publicized and publicly acknowledged.

Application Format

- The applications should to be submitted in electronic format as a **single .pdf document** with the principal investigator's last name as the first word of the filename (EX: Smith TAASF application.pdf). It should include all information in the order outlined below. Invitations, letters of endorsement or other documents in paper copy should be scanned

and appended to the.pdf document. All associated documents must be in **English**. For any documents not in English, please provide a translation.

- It is helpful to include the applicant's name in the upper right-hand corner of each page of the entire proposal, but this is not required.

Your submitted .pdf file should consist of the following sections:

I. Cover Page. *(Page Limit: 1 – form provided)*

The signed cover page should be scanned and inserted as the first page of your application document (available for download from

http://www.etsu.edu/research/orspa/funding_opps/internal.php#TAASF).

II. Narrative. *(Page Limit: 3)*

Within your narrative:

- 1 Describe the meeting or gathering, including the title, the type of session in which you will be presenting, and especially the website address (URL) for the meeting.
- 2 Give the title and a brief description of the subject of your presentation, performance or exhibit, including the length and type of your presentation, or the nature of your performance or exhibit. If your presentation is co-authored, indicate your specific role(s) at the meeting. (A full abstract should be provided in Section III of your application.)
- 3 Describe the circumstances of your invitation to present or perform and the selection process (e.g. abstract competition). (Proof of the invitation/acceptance should be provided in Section IV.)
- 4 Indicate if the presentation was refereed and, if so, the process of review and degree of selectivity, if known.
- 5 Indicate if a paper is to be published and, if so, identify the publication or type of publication.
- 6 Indicate the importance of the meeting to your discipline or research area. Explain how the meeting is high-profile and of value, emphasizing the international scope of the meeting and its attendees (including the expected number of attendees, if known).
- 7 Provide documentation of your visibility at the conference and how your work at ETSU will be highlighted.

- 8 Describe your reasons for attending the meeting and explain how it will impact your career and scholarly growth.

III. Abstract of your Presentation. (Page Limit: 1)

IV. Invitation/Acceptance to Present, Participate, Perform or Exhibit. Include all relevant correspondence to clarify how you were selected to participate. These may be in the format of e-mail messages or formal letters. In any case, they should be scanned and appended to the narrative. Please include a scanned copy of the conference brochure or program, if available.

V. Biographical Sketch or brief Curriculum Vitae & Previous Support (Page Limit: 3)

VI. Budget (Page Limit: 2 – form provided)

- For the purposes of this application only, please use the TAASF Budget Request Form (see link below) for detailing anticipated expenses for travel (i.e. airfare, lodging, transportation, meals and incidentals, etc.), available for download from. http://www.etsu.edu/research/orspa/funding_opps/internal.php#TAASF.
- A separate budget justification sheet (*single page*) may be included for any additional or higher-than-expected budget items.

COMPLIANCE

The recipient of the TAASF must act in full compliance with ETSU's Travel policy, found online at <https://www.etsu.edu/bf/fp/07.php>. In part, this policy states:

Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country/international travel shall be **subject to approval by the President Requests for authorizations should reach the President's Office [at least] fourteen (14) days before the date approval is needed.**

The Letter of President's Approval of international travel does not need to be submitted at the time of the application submission; however, **funds will not be released until notice of compliance approval is received in the Office of Research and Sponsored Programs Administration.** The notice of approval letter or e-mail should either be e-mailed to research@etsu.edu or be hand-delivered to 432 Ross Hall. All research and research-related activities must be conducted in compliance with Federal regulations and with University policies.

CRITERIA USED TO EVALUATE APPLICATIONS

Generally, awards will be made to individuals who are giving presentations, serving on a panel, performing, or exhibiting their work in an international context. Presentations of posters will generally be accorded a lower priority, so for poster presentations, it is particularly incumbent on the applicant to make clear a high level of selectivity for participation and a high degree of visibility at the conference. Generally, awards will be made to faculty who will have high visibility and high impact at the meeting or who will developmentally benefit from the meeting.

Reviewers will consider the following points:

- **Nature of Participation.** Is the presentation, performance or exhibit invited or refereed? Has the applicant clarified how her/his participation was determined? Is there evidence of a high level of selectivity?
- **Importance to Applicant's Career and/or Field.** Is attendance at the meeting important to the applicant's career or field? Is the applicant's role and need to attend the conference or meeting clearly justified? Is there evidence that the applicant's participation will be highly visible?
- **International Scope and Significance.** Is there evidence that the meeting is international in scope and is a major international meeting in this field?
- **Budget Justification.** Has the applicant clearly researched and justified the necessary expenses for the conference?