

2021-2022

**College of Agriculture and Natural Resources
Faculty Travel Funding Application**



The COANR Dean's Office is providing travel funds to faculty for the 2021-2022 academic year.

Guidelines

Applications should be submitted to the COANR Dean's Office (coanr@tarleton.edu) at least 6 weeks before the anticipated date of travel.

Eligible faculty may apply for funds to support ONE trip for up to \$750 from the COANR faculty travel fund for the 2021-2022 fiscal year. However, the amounts of individual travel awards are dependent on the number and priority level of the applications. Departments are strongly encouraged to match each travel funding request.

Travel funding will only be approved if it meets the criteria listed below. Each application must include a statement identifying how the purpose for travel fulfills these criteria.

Highest priority will be given to travel in support of research and scholarly activities. Travel in support of other activities, including instructional activities, will be funded based on availability of funds.

Highest priority will be given to tenure-earning and tenured faculty members. Requests from non-tenure track faculty will be prioritized and considered based on available funding and other criteria. When travel funds are not sufficient to fund all requests, requests from assistant professors will be funded as the first priority. Adjunct and visiting faculty are not eligible to apply for college travel funding.

Travel Criteria

Travel funding may only be used for:

- Domestic travel in support of research activities (e.g., scholarly presentations, scholarly and creative activities, field research, or research workshops)
- Domestic travel in support of instructional activities (e.g., instructional or assessment workshops or presentations, course development, course redesign)
- Domestic travel to academic/professional meetings where one holds a leadership position (e.g. section chair of a conference, officer in a professional association)

Additional Information

- If for any reason travel is not completed, funds must be returned so that they can be used to support other eligible applicants. Please notify Kathleen Gorka.
- Remaining funds not used for approved trip should also be returned and cannot be used toward a second trip.
- Funding cycles are based on the university fiscal year ending in August 31. Trips that occur prior to fall decisions (e.g., from August through early October) will be reimbursed if it meets the criteria and is approved.

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Date:	Department:	Amount Requested from College (max. \$750):
Name:		Matching funds amount
		\$
Rank: Professor Associate Professor Assistant Professor Instructor/Lecturer	Tenure Status: Tenured Tenure Track Non-Tenure Track	Have COANR travel funds been awarded during current Academic Year: Yes or NO
Traveler's Signature	Department Head's Signature:	Are students involved in this travel request? Yes or NO
Travel Destination:	Approval by appropriate leadership (attach copy of approval documents):	
Travel Dates	Department head:	Yes or No
Start:	COANR Dean:	Yes or No or N/A
End:	Academic Affairs:	Yes or No or N/A

Budget Estimate		
Expense	Estimated Amount	Account(s) (if known)
Lodging		
Meals		
Transportation		
Registration		
Incidentals		
Parking		
Other		
Total Estimated Budget		

Budget Justification (If needed)

Purpose of trip: (Limit 400 characters)

Other sources & amount of matching travel funds including departmental funds: (Limit 250 characters)

**Justification Statement: Benefits for university/individual & alignment with institutional mission:
(Limit 400 characters)**

Abstract of research to be presented or summary of trip activities: (Limit 800 characters)

If yes above, explain how students are involved in the travel request and how student travel will be supported.

If travel results in missed classes, explain how those classes will be covered