

ARTS AND SCIENCES

FY 2015 Spring Travel Program – GUIDELINES

A competition for an award to conduct research and research-related travel
between January 1, 2015 and June 30, 2015

The A&S Spring Travel Program supports research and research-related travel by providing grants **up to \$500 for travel in Oklahoma and contiguous states and up to \$1,000 for travel outside the Oklahoma region.** Funds may be used to visit collections or research facilities, conduct research, meet with research collaborators, visit program managers when trying to secure extramural funding for research projects, or defray costs of attending a conference when making a professional presentation. Travel must occur between January 1 and June 30, 2015. Funds that are not utilized during the funding period will revert back to the Travel Program on July 1, 2015.

Eligible Faculty

- Tenured and tenure-track faculty members

Selection Criteria

1. Value of the plan of research or scholarly activity
2. Demonstrated need for funds
3. Recommendation of Department Head
4. Productivity as evidenced by an abbreviated CV that contains recent publications, presentations, and sponsored research projects

Proposal Format

- **Limited to 2 pages;** single-spaced; font size of 11 points or larger
1. Include applicant's name and department in the upper right hand corner of each page
 2. Project Title
 3. Travel Destination
 4. Project Description:
 - **Research projects** should address the nature of the research to be conducted, past progress, and whether the research is part of a funded project or the initial work being done.
 - **Projects to visit program managers** should briefly describe the anticipated project and include the program manager's name, agency name, and program.
 - **Conference presentations** should include conference title, location, and working title of the presentation. Travel funds are not intended for conferences without a presentation.
 5. Curriculum vitae: 2 pages or less (*does not count towards proposal page total*). Include current and pending grants and publications for the last three years.
 6. Project Budget
 7. Do not attach appendix material.

Proposal Deadline

Proposals must first be submitted to your Department Head. Please **check with your department for internal deadlines.** The Department Head will rank and recommend the department's proposals and forward a single package to Tory Lightfoot in Research Support Services, Room 202 LSE, by **noon on October 3, 2014.** **This deadline is firm.**

Review Process

Proposals will be evaluated by an anonymous panel consisting of three or more faculty from the college who represent the sciences, social sciences, arts and/or humanities and have not submitted an application in response to this RFP. Panel members will independently review and rank each application using these guidelines and departmental ranking letters. Final funding decisions will be made by the Associate Dean for Research.

Funding Notification

Applicants and Department Heads will be notified of awards and/or declines around the first week of December, 2014.

Award Deliverable

A short description of the research travel is a condition of the award and will be due by August 15, 2015 to administratively close out the award.