

CTE TRAVEL GRANTS 2018 - 19

The Center for Teaching Excellence announces the availability of Travel Grant for 2018-19. These grants are given to assist tenured, tenure track, and clinical continuing faculty traveling to recognized conferences, workshops, and meetings of professional development or professional affiliations related to LMU's teaching mission.

The travel must

- **be directly relevant for or based on the applicant's own teaching at LMU,**
- **be relevant for other instructors at LMU and beyond, and**
- **have a clear and direct connection to the enhancement of teaching and learning in the instructor's own classroom by focusing on the teaching methods of collegiate or graduate level teaching (not disciplinary content!) or on the scholarship of teaching and learning (SoTL).**

Travel for professional development on a particular pedagogy that will be incorporated into or has been part of the applicant's teaching, travel to present a SoTL paper at a conference focusing on college teaching, or to present a paper on pedagogy based on the applicant's own teaching at a disciplinary conference are examples of such travel. **The travel has to have a clear relation and relevance for the instructor's teaching and pedagogical approach.** Travel related to disciplinary research projects is generally not considered unless a clear connection to the instructor's own teaching has been established. The travel has to be about the "how" of teaching, not (exclusively) the "what." It is the applicant's responsibility to clearly indicate what pedagogical aspects in which courses are relevant. If you are unsure whether a specific travel project may qualify, please do contact the Director of the Center for Teaching Excellence before applying.

These grants have been designed as a *secondary* source after applicants have first approached and exhausted their respective Department/Program and College/School funds for travel support. Applicants must submit documentation about the availability and applications for funds from their Colleges/Schools and/or Departments/Programs – please see the attached Record of Travel Funding Requests for this Trip Form. Applicants who have been rejected for travel support from their respective Colleges/Schools or Departments may apply to the CTE for funding. During the Academic Year, recipients have to be employed by LMU at the time of the travel to receive any grant payment.

For travel from November 1, 2018 to February 28, 2019, apply by October 1, 2018. For travel March 1, 2019 to October 30, 2019, apply by February 1, 2019. Later applications will be considered on a rolling basis subject to the availability of funds and meetings of the Committee on Excellence in Teaching – there is no guarantee of consideration for applications submitted after the October deadline. Each applicant should be advised that faculty members may receive only one CTE Travel Grant per academic year and that, generally, priority is given to travel grant applications from faculty who did not recently receive a CTE travel or other grant. Applications will be reviewed by the Committee on Excellence in Teaching and competitively assigned subject to available funds.

Please consider the posted evaluation rubric that informs the grant award decisions.

To apply for a travel grant, please complete and submit the following items to the CTE:

- CTE Travel Grant Application Form (see below)
- Record of other Travel Funding Requests for This Trip Form (see below)
- A typed proposal consisting of
 1. Name, location, and date of the event.
 2. Link to event website or (scanned) pdf file of event announcement.
 3. Nature/type of the event (max 100 words).
 4. Relevance of event for the applicant's own teaching and that of others at LMU and beyond, the applicant's involvement in the event, and expected learning outcome. Make sure you clearly explain how the travel will enhance your teaching/learning at LMU (providing access to disciplinary content or expertise is not sufficient) and how the specific venue provides that opportunity (max 1000 words).
 5. Proposed/possible content and formats for sharing travel experience with campus.

Proposal elements 1-4 will be posted on the CTE website if a travel grant is awarded.

A complete application consists of the three items listed above converted into **ONE pdf file** sent to teachers@lmu.edu by the appropriate deadline (5pm). Only complete applications will be considered subject to the availability of funds.

The award amount will be based on the expenses incurred for travel, including transportation, registration, and hotel/lodging. The travel grants do not cover meals and miscellaneous costs. The amount of each grant will be based on **costs incurred up to a maximum of \$1,300, subject to available funding**, not exceeding the amount submitted in the grant application and approved.

Travel Grants are paid in the form of reimbursements only (also applies to OneCard charges). To receive reimbursement, appropriate documentation of original and itemized receipts, a completely and correctly compiled Concur expense report, and a satisfactory typed travel report have to be submitted to the Center for Teaching Excellence, UNH 3000, within one month of return from the event (or within one month of being awarded the travel grant, whichever is later), and before the end of the fiscal year in which travel takes place; failure to do so voids the travel grant. Reimbursements are paid only for travel as described in the application – any changes to the travel plans need to be approved by CTE Director. If you decide to cancel your travel, please notify the CTE immediately. Instructions are available from the CTE at teachers@lmu.edu. The travel report will be posted on the CTE's website along with the faculty member's award notice. By accepting the travel grant, faculty members agree to be available to share their experience with the campus at large in an appropriate format to be determined in coordination with the CTE Director.

Instructions for the travel report are available from teachers@lmu.edu upon request. The travel report should describe the nature of the event attended, the topics or questions addressed at the event, the main events attended or activities completed, the relevance for the faculty member's teaching and beyond, recommendations for future participants, and a link to the event website – for details, see the travel grant webpage. The travel report will be posted on the CTE's website along with the faculty member's award notice. By accepting the travel grant, faculty members agree to be available to share their experience with the campus at large in an appropriate format to be determined in coordination with the CTE Director.

If you decide to cancel your travel, please notify the CTE immediately.

CTE TRAVEL GRANT APPLICATION FORM 2018-19

NAME: _____ DEPARTMENT: _____

Purpose of Travel/Conference: _____

Location: _____ Departure Date: _____ Return Date: _____

Estimated Itemized Travel Expenses	
Ground Transportation	\$
Air Travel	\$
Hotel/Lodging	\$
Registration	\$
Other (please describe)	\$
TOTAL	\$

Provide details of the type of ground transportation and other expenses requested, if applicable:

Observe that food and miscellaneous costs are not being refunded.

Please list all CTE grants (amount, purpose) received during the last 5 years, if any:*

If you did not complete all requirements of a previous CTE grant, briefly explain the circumstances:*

* Attach separate sheet if necessary.

Please use this completed form as the cover page for your travel grant request. Your signature on this form affirms that all parts of your application are completed truthfully and to the best of your knowledge, and it confirms that you accept the conditions of the travel grant described in the Guidelines Governing CTE Travel Grants 2016-2017. Attach the completed Record of Travel Funding Requests for this Trip Form (next page) as well as a one-page proposal describing

1. Name, location, and date of the event.
2. Link to event website or (scanned) pdf file of event announcement.
3. Nature/type of the event (max 100 words).
4. Relevance of event for the applicant's own teaching and that of others at LMU and beyond, the applicant's involvement in the event, and expected learning outcome. Make sure you clearly explain how the travel will enhance your teaching/learning at LMU (providing access to disciplinary content or expertise is not sufficient) and how the specific venue provides that opportunity (max 1000 words).
5. Proposed/possible content and formats for sharing travel experience with campus.

Applicant Signature: _____ Date: _____

Department/Program Chair Approval: _____ Date: _____

RECORD OF TRAVEL FUNDING REQUESTS FOR THIS TRIP

NAME: _____ DATE: _____

COLLEGE/SCHOOL: _____ DEPARTMENT/PROGRAM: _____

1. Are there any College/School funds available for this trip?
(To be answered by person responsible for travel or other budget authorization in the College/School)

- Yes; the maximum amount the College/School will fund is \$_____.
- No; my College/School travel funds are exhausted.
- No; there are no College/School travel funds.

Print name of person responsible for authorization: _____

Signature of person responsible for authorization: _____

2. Are there any Department/Program funds available for this trip?
(To be answered by person/committee responsible for travel or other budget authorization in the Department/Program)

- Yes; the maximum amount the Department/Program will fund is \$_____.
- No; my Department/Program travel funds are exhausted.
- No; there are no Department/Program travel funds.

Print name of person responsible for authorization: _____

Signature of person responsible for authorization: _____

3. Have you applied for, are you planning to apply for, or do you have access to any other internal or external travel funding for this trip (grant, conference sponsor, etc.)?

- Yes.
- No.

If yes, please describe the nature of the funding, the amount requested, awarded, or available, and the status of the application or available funds.

Signature of applicant: _____ Date: _____