

UNIVERSITY OF HAWAII AT MĀNOA

Colleges of Arts and Sciences
College of Social Sciences
Office of the Dean

October 31, 2008

TO: Faculty, Graduate Students, APTs, and Lecturers in the College of Social Sciences

FROM: Richard Dubanoski, Dean College of Social Sciences

SUBJECT: College Travel Funds for Professional Development in Research, 2008-2009

The College of Social Sciences will again set aside a limited amount of funds for travel support from overhead monies generated by extramural grants and contracts awarded to faculty members in our College. The purpose of the travel awards is to promote research by supporting travel to conferences, training programs, and other events that facilitate professional development in research. Please read the following guidelines carefully before completing the application. Please note that funding of this program is contingent upon the University's release of FY2008 - 2009 Research and Training Revolving Funds (RTRF).

Terms and Eligibility

1. The maximum amount of CSS travel support is \$2,000 per person.
2. Each person is eligible for only one CSS travel award during the period of this travel program (i.e., September 19, 2008-September 18, 2009).
3. Those who receive travel support from other University sources for the same trip are not eligible. CSS travel support, however, may be supplemented by funds from extramural grants and contracts. Faculty who receive travel awards from both the College of Social Sciences and the University Research Council (URC) must accept the URC award.
4. Travel support is limited to the cost of a round-trip economy airfare, conference or workshop fee, ground transportation, and per diem. Receipts are required for all expenses except food.

Criteria for Travel Support

1. Priority will be given to assistant professors, followed by associate professors, full professors, graduate students, APTs, and lecturers, in that order. Please note that in the past several years, most of the funds have been awarded to assistant professors.
2. Applications will be rated from high to low priority in the following order: (1) presenting an accepted conference paper (only one author will be supported for a co-authored paper); (2) organizing and chairing a research panel or symposium at a conference; (3) participating in a training program specifically designed for professional development in research; and (4) special purpose, e.g., to receive a prestigious research award. The

quality and significance of the presentation, conference, or other purpose for which travel support is sought will be evaluated in determining priority.

Procedures for Submitting Applications and Allocating Funds

1. Complete the attached application and forward the application packet to your department chair for a statement of recommendation and a signature. Submit the original and 2 copies of the application form and required supporting documents to Judith Inazu, SSRI, Saunders Hall 704, by the application due date indicated below.
2. Applications are reviewed by a committee selected from faculty members serving on the CSS Research Council. Funding is competitive and the committee may recommend partial funding.
3. Applications are due on January 12, 2009, April 13, 2009, or July 13, 2009. Applications can cover travel anytime during this travel program (September 19, 2008-September 18, 2009). Requests for retroactive reimbursements are generally discouraged.

**COLLEGE OF SOCIAL SCIENCES
APPLICATION FOR TRAVEL FUNDS FOR PROFESSIONAL DEVELOPMENT IN RESEARCH, 2008-2009**

Deadline for application (check one): ___ January 12, 2009 ___ April 13, 2009 ___ July 13, 2009

Applicant _____ Job Title _____ Department _____

Phone _____ E-mail _____ Travel Dates _____

Title of Meeting _____ Location _____

PURPOSE OF TRAVEL (Check all that apply):

- To present an accepted conference paper. Title of presentation:

- To organize and chair a research panel or symposium in a conference. Title of presentation:

- To participate in a training program designed for professional development in research. Describe:

- For a special purpose, e.g., receive a prestigious research award. Describe:

FUNDS REQUESTED (Insert dollar amounts):

Airfare: _____ Conference Fee: _____ Ground Transport: _____ Per Diem: _____ Total: _____

From what other sources are you seeking support for proposed travel? _____

Do you have an active grant or award that includes travel funds, or a grant from the meeting organizers for travel?
Yes () No () If yes, please explain: _____

Have you (or will you be) received(ing) other travel funds during this period (i.e. September 19, 2008-September 18, 2009)?
Yes () No () If yes, please explain: _____

PLEASE ATTACH (Check each box below and include all items requested):

- Abstract of paper; description of symposium chaired or organized; or description of the training program.
- Documentation of acceptance of paper or symposium; admittance to training program; or justification for special purpose travel.
- A list of travel to conferences, professional meetings and training meetings during the past 12 months and the source of funds for each. If you received travel funds from this program in the last two years, please attach a statement of what was accomplished as a result of that travel award.

I, the undersigned, have read all instructions and accept the terms and conditions of the CSS Travel Fund award:

Signature of Applicant _____ Date _____

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