

UNIVERSITY OF HAWAII AT MĀNOA

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

October 22, 2009

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, 2009-2010

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 these 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.

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., October 26, 2009 – October 25, 2010).
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

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 one of the application deadlines indicated below.

2. Applications are reviewed by a faculty committee selected from members of the CSS Research Council. Funding is competitive and the committee may recommend partial funding.
3. There will be five cycles for the review of applications. The deadlines are November 13, 2009, January 22, 2010, March 19, 2010, May 14, 2010, and August 6, 2010. Applications can cover travel anytime during this travel program (October 26, 2009 – October 25, 2010). Requests for retroactive reimbursements are generally discouraged.

**COLLEGE OF SOCIAL SCIENCES
APPLICATION FOR TRAVEL FUNDS FOR PROFESSIONAL DEVELOPMENT
IN RESEARCH 2009-2010**

APPLICATION DEADLINE (check one): ___ November 13, 2009 ___ January 22, 2010 ___ March 19, 2010
___ May 14, 2010 ___ August 6, 2010

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. October 26, 2009 – October 25, 2010)? 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 _____

(CONTINUED ON NEXT PAGE)
