



UNIVERSITY  
of HAWAII®  
MĀNOA

October 13, 2016

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

FROM: Denise Konan, Dean, College of Social Sciences

SUBJECT: College Travel Funds for Professional Development in Research, 2016-2017

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 \$2,500 per faculty member. Funds have also been set aside for graduate student travel at a maximum of \$2,000 per student. Graduate student applicants must meet all of the terms and criteria for travel listed below, except for item E.
2. Each person is eligible for only one CSS travel award during the period of this travel program (i.e., October 1, 2016 – September 30, 2017); contingent on the availability of funds.
3. CSS travel support may be supplemented with funds from extramural grants and contracts. Faculty who receive travel awards from both CSS and the Faculty Research Travel Fund (formerly University Research Council (URC) travel) must accept the full amount of the Faculty Research Travel Fund award first. The same applies to graduate students who receive an award from another University office (e.g. GSO). Applicants may use the CSS award as a supplement, provided the total from both sources does not exceed \$2,500 (or \$2,000 for students), though this will be considered a full CSS travel award for the 2016-2017 travel awards program.
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.
5. An application that has been denied cannot be re-submitted again that same year.

6. Incomplete applications *will not* be reviewed.
7. Requests for retroactive reimbursements are discouraged but may be considered on a case-by-case basis. Applications received after the trip has commenced must include a justification for the late request.

#### Criteria for Travel Support

- A. 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.

Other criteria for determining priority include the following:

- B. The significance of the presentation, conference, or other purpose for the travel award. *A priori*, conferences of the national association or society in the applicant's discipline are considered to be the most significant. However, proposed conferences may be at the regional, national, or international level.
- C. The applicant's record of professional productivity in the past five years, as evidenced by refereed publications, grant applications (whether funded or not) and other equivalent scholarly activity.
- D. The number of travel awards received during the past 24 months from the College of Social Sciences and from the Faculty Research Travel Fund (formerly URC), such that those receiving fewer awards will receive greater consideration.
- E. The applicant's rank, such that junior faculty will receive greater consideration.

#### Procedures for Submitting Applications and Allocating Funds

1. Complete the attached application and forward the application packet to your department chair for approval. Submit the original and 3 copies of the application form to the Associate Director, SSRI, Saunders Hall 704, by one of the application deadlines indicated below. A complete application should include the application form and all supporting documents described in the application form. An incomplete application *will not* be reviewed.
2. Applications are reviewed by a faculty committee selected primarily from members of the CSS Research Council. Funding is competitive and the committee may recommend partial funding.
3. There will be four (4) cycles for the review of applications. The deadlines are: November 7, 2016, February 13, 2017, May 15, 2017, and August 14, 2017. Applications can cover travel anytime during this travel program (October 1, 2016 – September 30, 2017).

**COLLEGE OF SOCIAL SCIENCES  
APPLICATION FOR TRAVEL FUNDS FOR PROFESSIONAL DEVELOPMENT IN RESEARCH, 2016-2017**

Application deadline (check one):      November 7, 2016      February 13, 2017      May 15, 2017      August 14, 2017

Applicant \_\_\_\_\_ Department \_\_\_\_\_ Employment \_\_\_\_\_  
If other, specify: \_\_\_\_\_

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:

\_\_\_\_\_

**For GRADUATE STUDENT applicants (Check one):**

Travel is primarily related to:      Thesis/Dissertation OR      Work as a Research Assistant

**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 1, 2016 – September 30, 2017)?

Yes    No    If yes, please explain:

\_\_\_\_\_

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

An abbreviated C.V., which includes a list of publications, creative activities, extramural grants and contracts applied for and received during the past five years, as well as any pending proposals. Indicate funding sources, award amounts, award period, date submitted, and whether you are the principal or co-investigator.

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 University of Hawaii-funded travel to conferences, professional meetings and training meetings during the past 24 months and the source of funds for each.

A statement on the significance of the conference and how it ranks among other conferences in this field.

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

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Department Chair:      Approve      Disapprove

Signature of Department Chair/Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT ORIGINAL AND 3 COPIES OF APPLICATION MATERIAL TO THE ASSOCIATE DIRECTOR, SSRI, SAUNDERS 704.**