The College of Languages, Linguistics, & Literature established the Faculty Travel Awards to defray costs associated with professional travel to refereed conferences where the faculty member is a sole or lead presenter. The college’s leadership recognizes the importance of these scholarly endeavors to the career development of the faculty member, and the academic advancement of the discipline and institution.

**General Information**

- Faculty Travel Awards are made only for refereed conference travel that is not supported by the University Research Council (URC) or any other source, such as start-up funds, extramural awards, etc.
- Allowable travel expenses will be reimbursed to applicant based upon original receipts submitted to the department secretary. Maximum reimbursable amount is $1,000 for domestic travel and $2,000 for international travel.
- Applications are accepted throughout the entire fiscal year
- Limit one Faculty Travel Award per faculty member for FY July 1, 2014 – June 30, 2015

**Eligibility** (applicable to FY 2014-2015)

- You must be full-time, permanent LLL faculty member. *(Faculty on sabbatical leave may apply. Should funding be awarded, travel must be from location of sabbatical to location of conference. Faculty member on leave without pay is ineligible.)*
- You must have applied to URC first and been denied. *(If URC denied your application because it was incomplete, you are not eligible for Faculty Travel Award.)*
  OR
- You must have been ineligible to apply to URC because you already received a URC award this fiscal year.

**How to Apply**

Prepare an applicant packet (submit in order listed and no more than what is listed):

1. Completed Faculty Travel Awards Application Cover Form (see next page)
2. Copy of URC rejection letter/notification
3. Supporting documents:
   a. abstract (include names of all co-authors and underline the name of the presenter)
   b. letter or e-mail of conference acceptance
   c. list of trips to professional conferences during the past 24 months and their sources of funding
   d. two-page CV

Submit the completed application packet to Karin Mackenzie, Hawai‘i Hall 311, and e-mail a single pdf of the application packet to karinm@hawaii.edu. *(If you have questions, you can e-mail Karin or call 956-4051.)*

**Selection Committee Considerations**

- Adherence to application procedures
- Quality and significance of presentation
- Significance of conference to applicant’s discipline
- Applicant’s record of professional productivity
- Priority given to tenure-track faculty
Faculty Travel Awards
Application Cover Form

Name ____________________________  Department ____________________________

Rank ____________________________  E-mail ____________________________

Conference Title __________________________________________________________

Conference Dates ____________________________  Location ____________________________

Departure Date ____________________________  Return Date ____________________________

Title of Presentation ______________________________________________________

Estimated Expenses

<table>
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<tr>
<th>Airfare</th>
<th>Conference Fee</th>
<th>Ground Transportation</th>
<th>Lodging &amp; Meals</th>
<th>Total</th>
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1. Is this the conference of a national or international association or society in your discipline?
   Yes [  ]  No [  ]
   If yes, what is the name of the association or society?

2. Are you the sole or lead presenter of the paper?
   Sole [  ]  Lead [  ]

3. At the time of proposed travel, will you be on sabbatical leave?
   Yes [  ]  No [  ]
   If yes, indicate type, period, and location of leave:

4. Do you have or are you seeking funds from other sources for the proposed travel?
   Yes [  ]  No [  ]
   If yes, explain:

The application has been acknowledged and accepted by:

__________________________  ____________________________
Applicant Signature  Date

Endorsed by Department Chair (not required if applicant is the department chair):

__________________________  ____________________________
Department Chair Name  Signature  Date

Department Secretary Name: ____________________________  e-mail ____________________________

You and your department chair and secretary will be notified of award decision by e-mail within 30 days of receipt of application. Award amount is dependent upon original receipts submitted to the secretary.