

College of Languages, Linguistics & Literature
Faculty Conference Travel Awards
Fiscal Year July 1, 2017 – June 30, 2018
Application Form

The College of Languages, Linguistics & Literature established the Faculty Conference Travel Awards (FCTA) 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. Priority will be given to tenure-track faculty members.

General Information

- Faculty Conference Travel Awards are made only for refereed conference travel
- 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 only from September 1, 2017 through May 8, 2018 for conferences that took or will take place July 1, 2017 through June 30, 2018
- Limit one Faculty Conference Travel Award per faculty member for Fiscal Year (FY) July 1, 2017 – June 30, 2018

Eligibility (applicable to FY 2017-2018)

- 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 the Office of the Vice Chancellor for Research (OVCR) Faculty Research Travel Fund first and been denied. *(If OVCR denied your application because it was incomplete, you are not eligible for the Faculty Conference Travel Award.)*

or

You must be ineligible to apply to OVCR because you already received an OVCR award for FY 2017-2018.

or

You received an OVCR award in the amount of less than \$1,000 for the same conference for which you are applying for this Faculty Conference Travel Award. In this case, a FCTA can provide the difference between the OVCR award and \$1,000 (domestic) or \$2,000 (international). For example, if OVCR awarded you \$500, FCTA can also award you \$500 for [domestic] travel for that same conference. This will count, however, as your one FCTA limit for the fiscal year.

How to Apply

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

1. Completed Faculty Conference Travel Awards Application Packet Cover Form (see next page)
2. Copy of OVCR rejection letter or award letter
3. Abstract (include names of all co-authors and underline the name of the presenter)
4. Letter or e-mail of conference acceptance
5. List of your trips to professional conferences during the past 24 months and their sources of funding
6. Two-page CV

Create a single .pdf of the application packet and name it accordingly: **Lastname_FCTA2017-18.pdf**. E-mail the pdf packet to Karin Mackenzie, karinm@hawaii.edu. (If you have questions, you can e-mail or call Karin, 956-4051.)

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Name _____ Department _____

Rank _____ E-mail _____

Conference Title _____

Conference Dates _____ Location _____

Departure Date _____ Return Date _____

Title of Presentation _____

Estimated Expenses

Airfare	Conference Fee	Ground Transportation	Lodging & Meals	Total

1. What was the result of your OVCR application? (select **one**):
 Denied
 Ineligible to apply because I already received OVCR award in this fiscal year
 Received OVCR award of less than \$1,000 for this conference (specify amount) \$ _____
2. 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?

3. Are you the sole or lead presenter of the paper?
 Sole Lead
4. At the time of proposed travel, will you be on sabbatical leave?
 Yes No
 If yes, indicate type, period, and location of leave:

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

Applicant has read and acknowledges application requirements:

Applicant Signature _____ Date _____

Application is endorsed by department chair (not required if applicant is the department chair):

Department Chair Name _____ Signature _____ Date _____

Department Secretary Name: _____ e-mail _____