

College of Languages, Linguistics & Literature
Faculty Conference Travel Awards
July 1, 2018 – August 31, 2019
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. 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.

Please note that FCTA has extended its application submission period in order to address extenuating circumstances and mitigate financial hardship.

General Information

- FCTA are given only for refereed conferences and priority is given to tenure-track faculty.
- Maximum award is \$1,000 for domestic travel; \$2,000 for international travel. UH travel policies apply to all awards.
- Applications are accepted from September 1, 2018 through August 31, 2019 for conferences that began or will begin July 1, 2018 through August 31, 2019.
- Award will be designated in same fiscal year as conference start date. For example, if conference begins July 1, it is the July fiscal year; if it begins June 30, it is the June fiscal year. Fiscal year is determined by the conference start date, not date of application submission.
- Limit one FCTA per faculty member per fiscal year (even though application transcends fiscal years).

Eligibility

Applicant must be a 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. A faculty member on leave without pay is ineligible.)*

- **For conferences that begin September 1, 2018 – May 10, 2019:**

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 FCTA.)*

OR

You must be ineligible to apply to OVCR because you already received an OVCR award for FY 2018-19.

OR

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

- **For conferences that begin May 11, 2019 – August 31, 2019:**

You are not required to have applied to the OVCR fund as FCTA is suspending this requirement for this period only. If you did apply and have a decision from OVCR, please include the award/rejection letter in your application packet.

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 (if applicable)
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_FCTA2018-19.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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Application Packet Cover Form

Name _____ Department _____ E-mail _____

Rank _____ Conference Title _____

Title of Presentation _____

Conference Start Date _____ Conference End Date _____ Location _____

Travel Departure Date _____ Travel Return Date _____

Estimated Expenses:

Airfare	Conference Fee	Ground Transportation	Lodging & Meals	Total

1. Answer A or B regarding your OVCR application result:
 - A. If your conference begins September 1, 2018 – May 10, 2019:
 - 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) \$ _____
 - B. If your conference begins May 11, 2019 – August 31, 2019:
 - 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) \$ _____
 - Did not apply for OVCR travel award
 - Applied but did not receive a decision
2. Is this conference of a national or international association/society in your discipline?
 - Yes No
 - If yes, name the association/society: _____
3. Are you the sole or lead presenter of the paper?
 - Sole Lead
 - If you are neither the sole or lead presenter, explain your role: _____
4. At the time of the proposed travel, will you be on sabbatical leave?
 - Yes No
 - If yes, indicate type, period, and location of leave: _____
 - If yes, is your sabbatical a paid one?
 - Yes No
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 _____

Applicant, department chair, and secretary will be notified of award decision by e-mail within 30 days of receipt of application. (rev. 07/17/18)