**Eberly College of Arts & Sciences**

**Research Travel Grants**

**2017-18**

Both Windows and Macintosh users should complete this form to apply to the Eberly College program for *Research Travel Grants*. Click the fields labeled “Click to select” to choose an answer from a pull-down menu. Click the fields labeled with a short line (“\_\_\_\_\_”) to enter text (the field will grow to fit the length of your answer).

*Applicant:* Submit this form electronically to your Department Chair, *retaining its Word format*. Do not convert to PDF.

*Chair:* Submit this form electronically to Sarah Rodeheaver at srodehea@mail.wvu.edu (be careful; there are two Sarah Rodeheavers at WVU). *Retain its Word format.* Do not convert to PDF.

**Purpose**

The *Eberly College Research Travel Grant Program* provides funding to help support research that requires access to archives, collections, environments, instruments, or facilities that are not available on or near campus. The program is designed to support *travel* for purposes of *data collection*.

The program does ***not*** cover the costs of

* research per se (e.g., copying, photographing, taking samples, conducting chemical analyses);
* travel for meetings among collaborators; or
* travel for training.

Awards this year are anticipated to be between $300 and $1,000.

**Relation to Eberly Faculty Development Grants**

An individual may seek funds from this program and the Eberly Faculty Development Grant program at the same time. In this way, it may be possible to afford a more expensive trip. The trip would have to meet the standards of both programs, that is, it would have to involve travel for data collection as described above, and it would have to advance the individual’s professional development. *Note that two separate applications are required, as this program and the development program use separate forms and ask for different information.*

**Eligibility**

Full-time (1.0 FTE) permanent faculty members are eligible if their positions include research as an area of significant contribution. Normally, faculty members who must make significant contributions in research are on the tenure track (including tenured faculty members) or have a title with the prefix “Research.” Faculty members in other categories are eligible only if significant contributions in research are required for promotion.

Visiting faculty members and Postdocs are ***not*** eligible for the Research Travel Grant Program. *Chairs and directors are encouraged to use unit funds to support these colleagues.*

An individual may receive one Research Travel Award per fiscal year (July 1 – June 30) for activities completed before the end of the fiscal year.

**Application**

Individuals apply by submitting the attached application to their Department Chair. The Chair expresses support for the project in monetary and (if so inclined) narrative form, and submits the application to the Eberly College Office of the Dean via Sarah Rodeheaver at srodehea@mail.wvu.edu (be careful; there are two Sarah Rodeheavers at WVU). All submissions must be made electronically with the application form *retained in its Word format* (do not convert to PDF).

The fields in the budget table provide room for a description of each expense item. For example, if travel is involved, the applicant can type “Hotel 3 nights at $150 + $22 tax.” If the descriptions in the table are clear and complete, no additional information is needed in the Budget Justification section of the application (p. 6).

For 2017-18, the forms are due in the Office of the Dean by these deadlines:

* November 15, 2017
* January 16, 2018
* April 16, 2018

Department chairs should announce their own advance deadlines to allow time to process the applications before sending them forward.

**Questions**

Please direct questions to Sarah Rodeheaver at srodehea@mail.wvu.edu or to Michael.Perone@mail.wvu.edu .

**Eberly College of Arts & Sciences**

**Application for a Research Travel Grant**

**2016-17**

|  |
| --- |
| Name:  Department: Position**:**  Rank:  Email address:  |
| Activity START date:  END date:  |  |
| Your destination:  |  |  |  |  |
| Total cost of activity, copied from “Total Cost” field of Budget (see p. 5): **$** |
| Are additional funds, besides those provided by you, the department chair, this program, or the Eberly Faculty Development program, now available to be put toward the cost of this activity? If so, indicate the amount and the source of the funds. (Count only funds that you already have; do not count awards that are pending.)Other contribution: **$** Source :  |
| Are you applying for an Eberly Faculty Development Grant to support this same project?  |
| *To be completed by the Department Chair:* Departmental contribution: **$** |
| *To be completed by the Dean:* College award: **$** Unfunded: **$** |

|  |
| --- |
| *Comments by the Department Chair:* |
| *Optional Comments by the Dean:* |

**Description of Planned Activity**

*On this page (only), (a) describe the activity and (b) explain its significance for your research program.*

**Budget**

*List the expenses and the dollar value of each (round to nearest dollar).*

|  |  |  |
| --- | --- | --- |
| No. | Description of Each Expense | Dollars  |
| 1 |  | **$** |
| 2 |  | **$** |
| 3 |  | **$** |
| 4 |  | **$** |
| 5 |  | **$** |
| 6 |  | **$** |
| 7 |  | **$** |
|  | Total Cost (sum of listed items). *Copy this figure into the space provided on Page 3.* | **$** |

**Budget Justification**

*If the expense descriptions in the budget table on Page 5 are clear and complete, leave this page blank. Otherwise, provide additional information below to ensure the reason for each expense is clear.*