Memorandum
Date: September 1, 2017
To: UKCOH Chairs and Faculty
From: UKCOH Council
Re: 2016-2017 UKCOH Travel Funding Request Criteria and Process

The COH Resource Allocation Committee (RAC) has been charged with developing criteria for and administering the distribution of college travel funds for the 2017-2018 academic year. To that end, the Committee has established the following guidelines and application process.

Guidelines
- Applications should be submitted to the UKCOH Dean’s Office/Bldg. 53 for one of two deadlines with decisions following within three weeks after the respective deadlines:
  - FALL deadline for submission of applications is 5:00 pm, Monday, September 18, 2017.
  - SPRING deadline for submission of applications is 5:00 pm, Friday, January 26, 2018.
  - For spring or summer travel, faculty may apply for travel funds by the fall deadline if he/she can provide the required information, or wait until the spring deadline.
- Eligible faculty may apply for funds related to ONE trip for up to $750 from the UKCOH fund for the 2017-2018 fiscal year (Aug. 1, 2017 – July 31, 2018). However, the amounts of individual travel awards are dependent on the number and priority level of the applications. The Provost’s Office will match each RAC approved travel funding request for up to $750. Therefore, the maximum funding per trip is $1500 plus any contributions from departments or other sources. Departments are strongly encouraged to match each travel funding request for up to the maximum allowable amount ($750). In other words, the maximum allowable travel request if the department contributes a third of the cost would be $2250.
- Travel funding will only be approved if it meets the criteria listed below, which are based on the Provost’s travel recommendations. Each application must include a statement identifying how the purpose for travel fulfills these criteria.
- Faculty may apply for retroactive funding for travel that occurs before the deadline. However, the application will be reviewed based on the criteria below, and may or may not be funded based on priority and availability of funds.
- Highest priority will be given to travel in support of research and scholarly activities. Travel in support of other activities, including instructional activities, will be funded based on availability of funds.
- Highest priority will be given to tenure-earning and tenured faculty members. Requests from non-tenure track faculty will be prioritized and considered based on available funding and other criteria. Adjunct and visiting faculty are not eligible to apply for college travel funding.
• RAC travel funding may be used for domestic or international travel in support of faculty instructional and research activities, or domestic travel to fulfill professional leadership roles. RAC travel funding cannot be used to support international travel of an administrative nature.

• RAC members will recuse themselves from decisions regarding their own applications.

Travel Criteria
RAC funding may only be used for:
• International or domestic travel in support of research activities (e.g., scholarly presentations, scholarly and creative activities, field research, or research workshops)
• International or domestic travel in support of instructional activities (e.g., instructional or assessment workshops or presentations, course development, course redesign)
• Domestic travel to academic/professional meetings where one holds a leadership position (e.g. section chair of a conference, officer in a professional association)

Additional Information
• If for any reason travel is not completed, funds must be returned so that they can be used to support other eligible applicants. Please notify Donna Bare and UKCOH Council Chair.

• Remaining funds not used for approved trip should also be returned, and cannot be used toward a second trip.

• RAC applications are for requesting one of three portions of travel funds (the portion that comes from UKCOH, up to $750). COH funds awarded will be matched by the Provost’s Office. Departments are strongly encouraged to provide some contribution, yet the amount of departmental support may not necessarily match the amount requested from RAC in some cases where departments are unable to do so.

• When funds permit, RAC tries to utilize the following formula in granting reimbursement:
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  \text{UKCOH contribution} = \frac{(\text{total trip cost} - \text{dept. contribution})}{2} \quad \text{(up to $750 max.)}
  \]

• The total reimbursable amount of a trip cannot exceed $2250, unless the faculty applicant has additional matching funds from the department or other sources.

• Funding cycles are based on the university fiscal year ending in July. Trips that occur prior to fall committee decisions (e.g., from August through early October) will be reimbursed if it meets the criteria and is approved by the committee.

• RAC may not be able to fund all applicants and prioritization of applications will prevail under such circumstances. RAC Committee rejection of a travel application does not necessarily represent a judgment on the merit of a travel application. RAC decisions should not be used as a basis for departmental decisions not to fund travel requests at the departmental level.

Application Process
• For travel funding consideration, applicants should submit the following items by the deadline:
• **completed TAR(s)** (revised 9/1/09)

• **completed RAC Travel Fund Application** (revised 8/25/14), which is available on the UKCOH web site at [http://uwf.edu/coh/support-resources/forms-and-signature-items/](http://uwf.edu/coh/support-resources/forms-and-signature-items/) Note: TARs contain some of this information identified on the RAC application for, however space constraints on the TAR limit explanations that will be helpful to RAC members

• documentation of conference presentation submission or acceptance if available.