The Gupta College of Science

FACULTY AND STUDENT PROFESSIONAL DEVELOPMENT FUNDING

Faculty Travel Requests

A priority of the Gupta College of Science is to further develop and support our faculty in their efforts for professional development. Each year, faculty may wish to participate in a professional scientific conference as part of their personal professional development. It is the goal of the Gupta College of Science to provide support for full-time faculty members to attend at least one scientific conference per academic year.

The process for this is called the Faculty Professional Activities Travel Grant. There are typically two calls for applications per year (one per fall and spring semesters) for these travel grants. Each completed application is reviewed; these are competitive grants for full-time faculty. Each application requires the faculty member’s department chair to rank the significance of the project. Also, the types of activities that are encouraged for successful, approved applications include the following:

- Travel required for research
- Single presenter for scholarly research, ideas, exhibit, or performance
- Co-presenter for scholarly research, ideas, exhibit, or performance
- Panel or group presenter for scholarly research, ideas, exhibit, or performance
- Chair or moderator for presentations, panel discussions, or meetings
- Officer in a professional organization (President, Vice President, Secretary, Treasurer).
- Other: (Please describe.)

Once approved, the arrangement for funds is such that the home department of the faculty member supports the application by contributing 2/3 of the requested amount for the travel and the Dean’s Office contributes the remaining 1/3 of the amount.

Student Travel Requests

The Gupta College of Science believes strongly in providing opportunities for students that give them a greater appreciation of science and prepare them for future STEM careers. To accomplish this, we believe in supporting student travel to professional scientific conferences that expose our students to the broader scientific community and allow our students to develop the essential skills of scientific communication by presenting their research.

To this end, the Gupta College of Science has allocated funds to support student travel for these educational purposes. It is our goal to always support students for these purposes. The process below is how student travel requests will be received. Each faculty member requesting student travel should use the forms below. It should be noted that funding is competitive. Also, please be sure to note if there are funds available for this trip from an additional source. In general, submitted requests for student travel should not exceed $5,000 for a given experience. There might be exceptions where there is desire by our faculty to take a large student group to a
conference where this amount would be exceeded. Each application will be reviewed and exceptions considered on a case-by-case basis.

Below are general priorities and guidelines that will be considered for all student travel requests.

**Priorities**

- Formal presentations at professional meetings (e.g., oral presentation or presenting posters).
- High impact student ratio – total cost/student participation.
- Students who have not received funding from this source for another request.
- Some needs-based criteria; lack of access to alternative funding sources, grants, etc.

**General Guidelines**

- In general, funding is not available for students attending meetings as observers. If a given event is a workshop that includes active participation of the students, these will be considered.
- Individual student trips are allowable, but trips involving the participation of multiple students are encouraged.
- Generally, funds will be provided for transportation, daily food allowances, housing, and registration fees.
- Undergraduate students should expect to share accommodations unless extenuating circumstances exist. There is no expectation for male and female students to share accommodations. Faculty will make final decisions about housing and rooming assignments. Students may request private accommodations at their own expense.
- Graduate students are not required to share accommodations.
- Faculty will not share accommodations with students.
- It is preferred that a faculty member accompany all undergraduate students on travel. Funds for accompanying faculty members’ travel may come from the faculty member’s department budget or from the faculty Professional Activities Travel Grant if the faculty member is involved in the trip for professional development in addition to student supervision.
- Graduate students may request to travel alone if their request is supported by a faculty member in the College and the chair of that department.
- If destination of trip is international, any funds approved will be contingent upon the faculty member’s coordination with the Center for Global Engagement.
- Any approved travel must comply with any and all CCU travel policies.

Applications will be reviewed first by department chair, then by the Dean’s Office. Please submit all requests by email to the GCOS Business Manager. Department chairs who submit multiple requests must prioritize among the applications. Approved requests will be returned to the department administrative specialist to prepare Travel Authorization forms (note required attachments for international travel).