

# Regis College, Faculty Development Committee

## Convention and Travel Grant Application

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Submit an electronic file in MS Word or PDF format to [solaughl@regis.edu](mailto:solaughl@regis.edu). Convention and Travel Grant applications are reviewed after five deadlines each fiscal year (**May 15, Sept. 15, Nov. 15, Feb. 15, and April 1**)\*.

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**Purpose.** In support of faculty development, convention and travel grants allow faculty members to attend local, regional, national, and international professional meetings and conventions for the purpose of presenting research papers, participating as panel members or moderators, serving as officers and committee chairs, keeping abreast of the developments in their fields, and/or improving teaching.

**Eligibility.** The following are **eligible for convention and travel grant funding**.

- All full-time, ranked faculty members in Regis College are eligible to apply. Requests from non-ranked full-time faculty members and part-time faculty members (who have demonstrated a sustained commitment to Regis College) may be funded based on available funds and the value of any particular conference participation to the professional areas where the faculty member is evaluated.
- Eligible conferences are focused on academic research, creative work, academic service, advising, or teaching appropriate to the grant applicant's position.
- Each faculty member may receive up to \$1200 per fiscal year (May 1–April 30) for one or more conferences.
- Expenses for registration, travel, lodging during the conference (if outside the Denver Metropolitan area), and meals during the conference.

The following are **NOT eligible** for FDC convention and travel grant funding.

- Staff members are not eligible to apply for Faculty Development Committee funds, and should contact the immediate supervisor and/or the Regis College Dean's Office about the availability of funds.
- Attendance at conferences with a focus on personal financial benefit outside of Regis University or non-scholarly conferences with a focus primarily on self-help or personal development.
- Faculty members who already have received \$1200 funding from the Faculty Development Committee for convention attendance in the same fiscal year.
- Travel costs for attendance at a conference in the Denver Metropolitan area that are not mileage for use of a personal vehicle, public transportation, or shared shuttle costs. Taxi and other car services are not eligible.
- Lodging costs for conference attendance in the Denver Metropolitan area (exceptions may be made in some cases).
- Meal costs during travel exceeding the U.S. General Services Administration per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) or upgraded air travel (e.g., Business Class).

### **TRAVEL AND CONVENTION GRANT APPLICATION FORMAT AND COMPONENTS**

**PART A. GENERAL INFORMATION, 1/2 page maximum.** Indicate the following:

- **Name, department, e-mail address, and date** (at time of application).
- **Dates of conference, title/description of conference, location** of conference, and a **list of any Faculty Development Committee Convention and Travel Grants in the last two years**.

**PART B. DESCRIPTION OF PARTICIPATION & VALUE, 1/2 page maximum.** Indicate type (oral, panel, poster, etc.) and title of presentation and/or indicate any other active conference participation (session moderation, panel participant, society office holder, workshop participant, etc.). Briefly state the professional value of attending this particular conference.

**PART C. Itemized Budget, 1/2 page maximum.** A budget in *tabular or outline format* that clearly outlines all proposed conference and travel expenses.

By accepting funds, the applicant agrees to attend the conference and to submit original receipts to FDC with an expense overview within one week after returning from the conference. (Out-of-pocket expenditures above the \$1200 limit should be included in the expense overview, to provide data on full conference costs and to allow the use of any remaining FDC funds at year-end as additional reimbursement.)

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\* If the deadline occurs on a Saturday or a Sunday, then the deadline is the immediately following Monday.