

HENRY W. BLOCH SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION
Research and Awards Committee
TRAVEL GRANTS
Effective June 1, 1993

I. General Policies and Guidelines

The Research and Awards Committee (RAC) has established policies for the distribution of the New Horizons Faculty Research and Development Funds and other similar funds that may become available. These funds will be used for research/scholarship support and faculty professional development. Research funds are intended to provide seed money to stimulate research and encourage application for more sizable grants and contracts, or to assist faculty to attend special seminars or workshops, to enhance their research, scholarship and/or classroom skills. Normally, funds will be used to support travel to professional conferences where the faculty member presents a refereed paper.

A. Presentations at Professional Meetings

General. The RAC will consider applications for funds to help defray travel costs for the purpose of presenting original research paper(s) at professional meetings. Assistance for Developmental Research Travel is discussed in Section IC below.

Limit. Support from RAC is limited to a maximum of \$500.00 for matching up to 50% of the cost of transportation, registration fee, three days of meals, and three nights of lodging. These funds are available for not more than one professional meeting a year for each faculty member. Evidence of attempts to find matching funds should be provided (e.g., Division, grant, ORA). In those cases where part or none of the division contributions for matching are available, RAC is willing to consider matching an applicant's personal contribution toward expenses for fundable participation in a professional meeting, provided the Division has been approached for matching funds.

Evaluation. As part of the review of requests for travel, RAC will consider the significance of:

1. The professional meeting for the faculty member; and
2. The request for travel funds in relation to the long-range research plans of the applicant and the past record of productivity. The applicant's record of scholarship, including the extent of extramural support, will be considered in the evaluation. Each application should include how the request for travel fits into future plans for research and extramural grant proposals. Travel requests from untenured full-time faculty members in their first five years in the Bloch School are encouraged and will be evaluated with less emphasis on past productivity than on future research plans.

The final decision of an applicant's request for travel funds will be made by the Dean. If the Dean denies a request, the reasons for the denial will be explained to the faculty member.

B. Travel Associated with Faculty Research Grant Proposals.

Travel funds may be requested to do field work or to cover expenses to and from repositories of resource materials in conjunction with a research project. The requested funds in this category (travel essential to the conduct of proposed research) will not be funded by RAC Travel Grants, but must be included in the budget section of an appropriate application form for UMKC Faculty Research Grants.

C. Developmental Research Travel Requests.

The RAC will consider applications for grants limited to a maximum of \$500.00 per year for matching up to 50% of the cost of travel expenses for such purposes as participation as discussant, session chair, officer or attendant at professional meetings, presentation of lectures, and involvement in workshops. Evidence of matching funds and attempts to find funds elsewhere will strengthen the requests. Proposals with this evidence will be given priority over proposals without evidence. However, these uses of research funds will receive lower priority.

D. Incidental Support Requests.

Requests will be entertained for incidental support of research (e.g., GRAs, equipment, materials, etc.) limited to a maximum of \$500.00 per year for matching up to 50% of the cost. No reimbursement for professional organization dues will be provided. Evidence of matching funds and attempts to find funds elsewhere will strengthen the requests. Proposals with this evidence will be given priority over proposals without evidence. However, as with the Developmental Research Travel Requests, these uses of research funds will receive lower priority.

II. Application Procedures

Requests for Travel Grant Forms, which are available from RAC, must be completed by the applicant and submitted to the RAC with the appropriate supportive documentation of the division chair.

A. Submission.

One copy of the completed application form should be submitted to the Dean's Office for forwarding to the RAC by one of the following dates: September 15, November 15, February 15, and April 15. The RAC will meet within two weeks after each submission deadline. Special meetings of the RAC will NOT be scheduled. If meeting attendance is dependent on funding, the applicant should anticipate such a need and submit their application accordingly. The application should be accompanied by one copy of an abbreviated curriculum vitae (no more than one page) which lists recent publications, honors and awards, and recently submitted internal and external grant applications and the results of these efforts. Requests for retroactive travel grants will not be reviewed or funded.

B. Limit

Each faculty member may receive a maximum of \$750 per year from fund requests from Categories IA, IC, and ID.

III. Notification

The final decision on the request for funds will be communicated to the applicant by the Dean with copies to the division chair and fiscal officer within two weeks of dates listed in IIA above.