

To Faculty
From Richard Collings

RE: Travel Reimbursement for Research Presentations

Nov. 15, 2002

The response to the availability of travel funds made available by the Chancellor this year has been overwhelmingly positive. Obviously, the faculty is doing many diverse and interesting kinds of research. The October requests, however, already exceed available funds. To clarify the intent of the program and help the committee make judicious decisions in this unprecedented situation, the criteria have been revised as follows:

1. An author is to be funded once only.
2. One presentation and one author to be funded per paper.
3. Research presentations only, with title and type of presentation stated clearly.
4. Professional organizations and conferences only, with organization, title of conference, and place stated clearly.
5. Additional information:
 - a. An abstract.
 - b. A copy of the acceptance notification.
 - c. A brief statement (up to 100 words) of how the presentation fits your research agenda and needs of the discipline.

All of the October requests are being returned for these additional materials. If your original proposal meets these criteria and is resubmitted with the additional documentation requested, it is not necessary to get signatures from department head and dean again.

Proposals, whether new or resubmitted, should be in the Academic Affairs Office with 6 copies by November 22. Decisions will be made shortly thereafter.

The committee and I apologize for any inconvenience, especially to those whose travel has already occurred. All proposals that meet criteria will be funded until the money is spent.