

**The College of Liberal Arts and Sciences
Faculty Travel Fund**

Eligibility: The applicant must have completed his/her terminal degree and currently hold either a tenure-track or tenured faculty appointment in the College of Liberal Arts and Sciences.

Application Process:

Applications can be submitted via the web at <https://dept.ku.edu/~devclask/travel/index.php>

- Applicants must submit a *two-page* c.v. (maximum) via the above link before an application can be completed.
- Complete the online application and submit.
- Applications can be monitored at the same above web link.
- Once an application is submitted, a confirmation email will be sent to the applicant.

Decision Process: Applications will be reviewed on the 2nd and 4th Tuesdays of each month. Decisions will be made by the deans in the College Office. Award notifications will be sent out immediately after travel funds have been approved

Allocation Criteria: These funds may only be used for travel associated with faculty professional development related to one's employment responsibilities: (1) to conduct research or (2) to present a paper or poster at a professional conference. These funds may not be allocated for professional association duties (e.g., governing board meetings, editorial board meetings) or conference attendance. The funds will be distributed based on the merit of the projects proposed and the applicant's record of scholarly productivity. There are no entitlements to travel funds on a per capita basis. Individuals are eligible for no more than one award per year. Priority will be given to untenured faculty members. Decisions will be made on a rolling basis until all funds are committed. Allocation amounts and policy may be adjusted to ensure equitable distribution, normally once each fiscal year.

Anticipated Award Amounts: Following are the current award benchmarks.

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| Travel within the U.S. including Hawaii and Alaska; Canada, Mexico, and the Caribbean | Other International travel |
| \$700 | \$1200 |

Please direct questions about the Faculty Travel Fund to the College Dean's Office at clastravel@mail.ku.edu or 864-3668.