College of Fine Travel Grant Guidelines
For Tenure-track Faculty and Lecturers
(updated January 2016)

Travel Grants for Tenure-track Faculty

• Funding is awarded to tenure-track faculty for projects that enhance their research and will have a positive and significant impact on the development of their tenure dossier. First year faculty who received start-up funds are not eligible. Proposals submitted by faculty in the Spring of their final pre-tenure decision year (after they have submitted their tenure dossier to the college for consideration) will be considered, but given lower priority.

• Activities that are international or national, interdisciplinary, collaborative, or that may lead to other internal or external funding opportunities are strongly encouraged, as are proposals that maximize funding by connecting several research related activities (attendance of a conference with a performance or research visit to an archive, educational or cultural institution, and/or networking opportunity).

• Applicants are encouraged to seek additional funding from other sources. Proposals that demonstrate such funding in the budget will be given priority.

• The total grants can not exceed $2,000.00 per faculty per fiscal year. A faculty member may apply for more than one project per year. Preference will be given to 1) those applying for the first time and 2) those who have not received a grant in the previous two semesters.

• Proposals will not be accepted after the travel has occurred.

• Funding is not available during sabbaticals and/or during separation from full-time status.

• Faculty who are receiving summer grants from the UK Office of Research are not eligible to apply for funding for travel taking place during the summer.

• Incomplete proposals will not be considered.
Generally travel must be completed by June 30th. Consideration will be given to projects that begin before June 30 and ends after the date, but all awards made under such circumstances are contingent on the next fiscal year funding.

**Travel Grants for Lecturers:**

- Funding is awarded to lecturers and senior lecturers for projects that enhance their professional development and will have a positive and significant impact on their teaching and mentoring of students.
- Activities that are international or national in character, interdisciplinary, collaborative, or that may lead to other internal or external funding opportunities are strongly encouraged, as are proposals that maximize funding by connecting several related activities.
- Applicants are encouraged to seek additional funding from other sources. Proposals that demonstrate such funding in the budget will be given priority.
- The grants normally do not exceed $1,000.00 per faculty per year. A faculty member may apply for more than one project per year. Preference will be given to 1) those applying for the first time and 2) those who have not received a grant in the previous two semesters.
- Proposals will not be accepted after the travel has occurred.
- Funding is not available during separation from full-time status.
- Incomplete proposals will not be considered.
- Generally travel must be completed by June 30th. Consideration will be given to projects that begin before June 30 and ends after the date, but all awards made under such circumstances are contingent on the next fiscal year funding.

**Format of Proposals:**

- For tenure-track faculty, a one-page narrative describing the activity and how it supports your current and future research/creative activity goals, explaining the significance of the activity (e.g. the reputation and importance of particular conference, research endeavor, faculty development, artistic event, or festival, etc.); if applicable, please explain how the funded activity will further attract additional funding.
- For lecturers, a one-page narrative describing the activity, how it supports your current and future research/creative activity goals, and how it will impact your teaching and mentoring effectiveness; if applicable, please explain how the funded activity will further attract additional funding.
• A **detailed** budget for the amount requested; you *must* identify other sources of funding (e.g. another grant, sponsoring institution, compensation, etc.)

• A brief letter of support from your chair/director

• Documentation of activity on letterhead (e.g. letter of invitation) if applicable.

• A current *curriculum vitae* (**no more than 5 pages**)

• Cover Sheet must be included for consideration

• Electronic submissions only to the Associate Dean Anna Brzyski at anna.brzyski@uky.edu.

**ACKNOWLEDGEMENTS:** Should you receive funding, please note that the “College of Fine Arts, Office of the Dean” must be acknowledged as providing support. Please ensure that this credit is included in the final “product” of your research/creative activity.
COVER SHEET

College of Fine Arts Travel Grant Guidelines
For Tenure-track Professors and Lecturers

Date:

Name:

Academic unit:

Year of appointment:

Year of tenure application (for tenure-track faculty):

Title of conference/activity:

Location:

Dates:

Requested Amount:

Previously received CFA travel grant: _____yes  _____no  _____when