

FACULTY DEVELOPMENT TRAVEL GRANT GUIDELINES

A fixed amount of funds are designated per semester or year by the Department Head to support the research and professional development-related travel of faculty in the Department of Music, Mississippi State University.

Who may apply?

All full-time faculty: instructors, assistant professors, associate professors, professors

Examples of potentially-fundable travel:

- Giving a workshop or presentation, reading a paper, presenting a poster, performing, conducting, or having a composition performed at a state, regional, national or international conference
- Serving on a committee or assisting in some way with the program of a state, regional, national or international conference
- Performing a concert by invitation in the United States or abroad that is not being fully-funded by the hosting organization
- Conducting a collegiate or professional ensemble by invitation in the United States or abroad that is not being fully-funded by the hosting organization
- For composers, attending the premier of a composition in the United States or abroad; attending final rounds of a composition competition in which their work is a finalist
- Attending a short course or workshop to enhance research or teaching skills or acquire certification (such as Kodaly, Orff, Dalcroze, etc.)
- Attending a professional conference

What should be submitted?

- A short cover letter explaining the purpose of the travel, how it supports the faculty member's research or professional agenda, and listing any financial support received from other sources to fund the trip (i.e. lodging will be covered by the hosting institution)
- Completed Faculty Development Travel Grant Application
- Completed Travel Request Within The United States form, or completed paperwork for international travel
- Supporting documents, such as convention program excerpt listing the faculty member's presentation, proposal abstracts for presentations under review, copy of flight itinerary, e-mail or other correspondence to support invitations, etc.
- **To help with the preparation of the travel grant application and travel request, please consult the following website: <http://www.travel.msstate.edu>** On this website may be found important info and answers to questions—items such as, flights must

usually be booked through the University contracted travel agent. At present (Fall 2012), we are using Travel Leaders (ph: 662-323-5007).

How should travel grant proposals be submitted?

Unstapled, hard copies of grant proposals should be placed in the faculty mailbox of the Chair of the Evaluation & Expense Committee. The Chair will make a PDF file of the entire proposal package to send via e-mail to committee members.

Electronic submissions of grant proposals should be sent, in entirety, as a single PDF file via e-mail to the Chair of the Evaluation & Expense Committee. The PDF file will be forwarded via e-mail to committee members.

When should travel grant proposals be submitted?

Fall semester grants for travel from September-January should be submitted by *5pm on the first Friday of September*.

Spring semester grants for travel from January-September should be submitted by *5pm on the third Friday of January*.

Priorities for funding:

If funding exists to support all grants submitted, and all of the grants meet the qualifications and criteria for funding, all grants will be recommended for funding.

If there are more requests than available funds, the following priorities will be used to determine funding.

Personnel

1. Untenured Assistant Professors, Untenured Associate Professors, Untenured Professors
2. Tenured Associate Professors
3. Tenured Professors
4. Instructors

Events

1. Refereed presentations, posters, papers, or performances at international or national conventions/conferences
2. Refereed presentations, posters, papers, or performances at regional or state conventions/conferences

3. International or national invitations to perform, conduct, attend a composition premier (composers)
4. In-state invitations to perform, conduct, attend a composition premier (composers)
5. Committee or program professional service for international or national conferences
6. Committee or program professional service for regional or state conferences
7. Attending a short course or workshop to enhance research or teaching skills or acquire certification (such as Kodaly, Orff, Dalcroze, etc.)
8. Attending a professional conference

Budget Items

1. Registration fees
2. Air fare
3. Lodging
4. Mileage
5. Meals
6. Other: such as parking fees and airport shuttles

Number of funded proposals of individual faculty members within the academic year

All other considerations above being equal, some preference may be given for more funding to faculty who have not already received travel funds within the academic year.