

## FACULTY DEVELOPMENT TRAVEL GRANT GUIDELINES

(Updated June 2021)

A fixed amount of funding is 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 at Mississippi State University.

### Who may apply?

All full-time faculty: Instructors; Assistant, Associate, and Full Professors; Assistant, Associate, and Full Clinical 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 concerts, recitals, or lecture recitals in the United states or abroad that are not being fully funded by the hosting organization.
- Conducting an ensemble in the United States or abroad when the hosting organization does not fully fund the expenses.
- 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.
- Though it is not a part of the grant application, the traveler should also initiate a travel request, bookings, etc., through Concur.

### **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?**

Proposals for travel dated September 15-January 31 should be submitted by *5pm on the first Friday of September*.

Proposals for travel dated February 1-September 14 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, Assistant Clinical Professors, Associate Clinical Professors
3. Tenured Professors, Clinical Professors
4. Instructors

#### Events

1. Refereed presentations, posters, papers, or performances at national or international conventions/conferences
2. Refereed presentations, posters, papers, or performances at regional or state conventions/conferences
3. National or international invitations to perform, conduct, attend a composition premier (composers)

4. Regional or in-state invitations to perform, conduct, attend a composition premier (composers)
5. Committee or program professional service for national or international 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 to faculty who have not already received travel funds within the academic year.