Faculty Research Travel Fund (FRTF)

GUIDELINES

I. Purpose of the Fund

Presenting and publishing papers and exhibits or performances of creative work represent tangible evidence of research, scholarly, and/or creative activities. Therefore, the Faculty Research Travel Fund (FRTF) is designed to provide financial assistance for bargaining unit faculty to travel to meetings of professional organizations for the express purposes of:

- Reporting the results of original or applied research,
- Exhibiting or performing creative works.

Examples of creative activities funded include:
- MASQUES for piano and brass quintet performed at a public concert at New York’s Carnegie Hall
- Solo recital, Five Sonorous Inventions, National Association of Music Teachers, National Convention, Dallas, Tex.

Examples of travel that are not funded:
- Chairing a meeting or panel without presenting
- Attendance at meetings as a board member without presenting
- Serving as a moderator
- Serving as a commentator

II. Eligibility

Individuals eligible for travel support are restricted to all those holding Board-appointed faculty rank (i.e., members of the bargaining unit) at the time that the paper or the creative activity is presented.

III. Reimbursement Conditions

A. The department chair must certify that the professional organization or forum at which the work is presented is of high caliber.

*Revised September 12, 2014. FRTF submission process revised by the Research Policies Council on June 13, 2013. All previous forms are obsolete and should not be used.*
B. Reimbursement will be for the following actual, allowable expenses–up to the maximum of $800.00 for travel occurring **July 1, 2014 through June 30, 2015**:

1. Transportation costs, economy class air fare, and related ground transportation;
2. Meals for three days;
3. Lodging for two nights; and
4. Conference or exhibition registration fees.

C. Reimbursement **will not** be made to **Funds 25 through 29**. If expenditures are made from grant accounts they are NOT reimbursable.

D. All expenditures made through the FRTF must conform to the University’s travel policy. All pre-approvals must be attached.

**IV. Application Procedures**

Applications for travel reimbursement from the FRTF must be submitted directly to **OVPR** no later than 30 days from the completion of travel and include the following:

1. Completed application form (see [http://wmich.edu/research/funding/frtf.html](http://wmich.edu/research/funding/frtf.html)).
2. Completed and *signed* copy of the travel authorization form.
3. Completed, *signed, and approved* copy of the travel expense voucher.
4. A copy of the conference or exhibition *program cover page* and a copy of the *session page showing name of the faculty member with the title of either the paper or the creative activity presented*. If the faculty member is listed as chair of a panel, evidence that a presentation was made must be provided.

A. **Documents must be received by OVPR no later than 30 days from the completion of the travel.** Applications received in OVPR later than 30 days from the completion of the faculty member’s travel will not be honored.

B. Questions about eligibility or documentation for a trip should be referred to the FRTF program contact at 269-387-8270 **prior to the planned travel**.

**V. Operation of the Fund**

The FRTF fund coordinator at 269-387-8270 in the Office of the Vice President for Research will administer the research travel fund. The fund coordinator will be responsible for the day-to-day operation of the fund, in consultation with the faculty liaison. The faculty liaison, who must be a member of the bargaining unit and a member of the Research Policies Council (RPC), will be responsible for consulting regularly with the fund coordinator and making recommendations regarding FRTF policies and procedures to RPC.