



MEMORANDUM

TO: Department/Division Chairs and Faculty
FROM: Holly Hutchins, Vice Provost for Faculty Success
DATE: July 22, 2004
RE: Applications for Conference Support

Purpose: The Conference Support program aims to help full-time faculty members become more outwardly visible in their field and develop robust professional networks to support their career development, including achieving tenure and promotion. UNT will reimburse each awardee for up to \$1,000 towards participation in a national or international conference, performance, development, or showcase venue relevant to their field. This award is to be used only for travel related to the faculty member's employment responsibilities, namely, research, teaching, or service. The faculty member will be expected to make a presentation of a suitable nature in their field (i.e., a talk, performance, gallery show, etc.) at the venue and show evidence that new networks and collaborations have been created. Funds will be allocated based on the potential of the proposed travel to advance a faculty member's development of career networks.

Eligibility: All full-time faculty members actively participating in Faculty Success's Faculty Mentoring Program who have not received this award in the past four years are eligible to apply. Any start-up funds must be exhausted before applying. Preference will be given to requests from assistant professors to support developing networks to achieve tenure and promotion. Preference will also be given to requests from professional faculty members in their first 6 years at UNT and those faculty without other funding sources to support conference travel.

Application Process: Faculty members will submit applications for Conference Support, and chairs and deans will approve them using the [Faculty Success InfoReady Portal](#). Please submit the following to the competition: "**Conference Support.**" The application will require the following information:

- Applicant details, including Faculty Mentoring Program participation
- Administrative assistant's name and email
- Conference eligibility, name, location, date, and title of presentation
- A paragraph explanation of how participation will help establish new career networks to support research, teaching, or service development
- Total requested funding amount, chart of accounts number, and paragraph explanation of funding need

Application Dates: Please apply after conference acceptance is received and before travel has occurred. For travel during fiscal year 2024-2025, there are two application windows:

- Fall 2024
 - Applications due: September 2, 2024, 5:00 pm
 - Chair approval due: September 4, 2024, 5:00 pm
 - Dean approval due: September 6, 2024, 5:00 pm
 - Award notification: September 13, 2024
- Spring 2025
 - Applications due: January 27, 2025, 5:00 pm
 - Chair approval due: January 29, 2025, 5:00 pm
 - Dean approval due: January 31, 2025, 5:00 pm
 - Award notification: February 7, 2025

Allowable Expenses: Conference Support is a reimbursement program of up to \$1,000 per faculty member, but the department must cover all initial expenses. Awarded faculty members should work with the department to make travel arrangements. Conference registration fees travel to and from the conference, meals, and incidental trip-related expenditures are reimbursable with proper documentation. The expenses must be charged to your department using fund category 200 and funding category 830001, or reimbursement to your department may not be possible. Any expenses that exceed \$1,000 may be supplemented by departmental funds (if available) at the discretion of your department chair. Please see your college financial officer if you have any questions about the allowability of expenses or accounts to charge.

Reimbursement Process: As soon as travel is complete, awarded faculty members should submit their expenses in Concur. Four weeks after the date of the conference, faculty members will submit a progress report in InfoReady with the following information:

- An attached Concur expense report.
- A one-page description of how experiences at the conference have helped establish new career networks, including any helpful presentation feedback received and names of potential future collaborators.

All travel and reimbursement must occur during the same fiscal year. All travel and report submissions must be completed by **July 30, 2025**. If you have any questions, please contact Faculty Success at faculty.success@unt.edu.