

Steps for Utilizing the Conference Support Program

Eligibility: Assistant professors hired beginning in the fall of 2015, in their second or third years. Full participation in the mentoring programs of the Office for Faculty Success is necessary. The faculty member will be expected to make a presentation of suitable nature in his or her field (i.e., a talk, performance, gallery show, etc.) at the venue and show evidence that new networks and collaboration have been created.

Award Amount: Up to \$1,000.

Process:

- The assistant professor completes the Conference Support Application Form at least two months prior to the proposed conference, routing the application to the department chair for a signature.
- Upon approval by the chair, the department routes the application to the appropriate dean for a signature.
- Upon approval by the dean, the college routes the application to the Office for Faculty Success.
- Upon approval, the Office for Faculty Success will notify the applicant, chair, and dean, as well as the Office of Academic Resources.
- The assistant professor works with the department to make travel arrangements; requests for reimbursement should be submitted to the Office for Faculty Success within seven business days of returning from the conference.

Allowable Expenses: Conference registration fees, travel to and from the conference, and meals and incidental trip-related expenditures are reimbursable (with proper documentation). The expenses must be charged to your department and fund code 200-830001 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 allowability or accounts to charge.

Reporting: Assistant professors utilizing Conference Support Program funds are required to submit the Conference Support Report Form to the Office for Faculty Success within 4 weeks of returning from the conference.