

Information and guidelines for the ASPDC Travel Grants

The Academic Staff Professional Development Committee (ASPDC) is committed to providing opportunities for academic staff members to enhance their professional development. To encourage involvement and participation in off-campus conferences and activities, the ASPDC provides support for professional development through the Travel Grant program. In a specific effort to encourage new employees (1-3 years) to attend conferences, the grant program gives them priority in terms of funding. Senior employees are encouraged to apply for funding, but they will not receive the full amount requested (see **Eligibility**).

The grant program is a fund reimbursement program, and requires matching funding through a person's home department or other alternative source*. The activity must be significant to the academic staff member's professional development, and may be local, regional, national, or international. The program runs concurrently to the university's fiscal year (October 1st – September 30th).

Contingent upon the availability of funds, the grant may match up to **one-half of the total cost of travel**, with a maximum amount of \$800 per individual per fiscal year. The home department (or alternative funding source*) must provide at least one-half of the travel funding. A person may apply for more than one Travel Grant during the fiscal year, providing the total cost for all grants do not exceed the \$800 limit.

**Note: The ASPDC understands that in this current period of financial constraints, departmental funding may not be available to academic staff. In that case, individuals must submit the ORIGINAL TAER to the committee, as no departmental funds will be encumbered (although you still must seek your supervisor's signature for acknowledgement of the absence and also to ensure that you are covered under WSU insurance policies should you have an accident en route.)*

Eligibility

All academic staff members are eligible to apply for the travel grant. Please note that preference is given to new academic staff employees. Senior employees will not receive the full amount requested. Priority will be given based on the following criteria:

1. New academic staff employee (within the last 3 years)
2. Involvement in the meeting or activity (i.e. - Presenter, Committee Chair, etc)
3. Senior employees attending a conference
4. Employees who have not previously received a grant award in the current academic year

Priority Deadlines

The following are the priority deadlines for the travel grant application for the fiscal year 1st October, 2011 – 30th September, 2012:

For Travel during	Submit application by	Decision will be announced by
Fall semester 1 October, 2011 – 30 December, 2011	Early October, 2011	30 days after submission of application
Winter Semester 1 January, 2012 – 30 April, 2012	30 November, 2011	30 December, 2011
Spring/Summer semester 1 May, 2012 – 30 July, 2012	30 March, 2012	30 April, 2012
1 September, 2012 – 30 September, 2012	1 August, 2012	30 days after submission of application

Please note:

- The ASPDC could award an amount less than the \$800 maximum to an individual if the availability of funds is limited
- The ASPDC reserves the right to limit the amount of Travel Grants awarded to any department sending more than one individual to a single activity.
- The ASPDC reserves the right to withdraw a grant if procedures are not followed correctly.

Application Guidelines

Your application packet should include two sets, **an original and one copy**, of the following:

1. ASPDC Travel Grant Application.
2. Program and/or other documentation of the activity to be attended.
3. Brief description of the activity, its relationship to your professional development, and your involvement in the activity.
4. The copy or original of the approved Travel Authorization and Expense Report (TAER).

*Note: The Travel Grant Application must be accompanied by a copy of the approved TAER (if your unit is matching the ASPDC funds) or the original of the approved TAER (if you are paying the match yourself). You **MUST** obtain the signature of your supervisor on the TAER to demonstrate acknowledgement and approval of the impending absence. Additionally, advance approval of the TAER provides coverage under WSU's insurance program, should you have an accident en route.*

Please note:

- Applicants are encouraged to apply as early as possible, and in adherence to the priority deadlines, above. It is the responsibility of the applicant to assure the application package reaches the ASPDC Travel Sub-Committee Chair by the stated priority deadlines.
- Notification of approval or denial of your application will be sent, via email, no later than 30 days after submission of application.
- **The amount awarded may be less than the requested amount.**
- If you are awarded a travel grant, you **MUST** respond to the e-mail your acceptance of the Travel Grant.

After completion of Travel:

Where the department is paying the match

The individual traveler must return to the ASPDC a copy (not the original) of the completed and stamped TAER, within ten (10) working days after the completion of the travel. It is the responsibility of the award recipient to see that the required paperwork is submitted by the deadline, if it is being done by a staff member.

Where you are paying the match

The individual traveler must return to the ASPDC all of the receipts associated with the trip within ten (10) working days after the completion of the travel. It is the responsibility of the award recipient to see that the required paperwork is submitted by the deadline, if it is being done by a staff member.

PLEASE NOTE:

THE ASPDC RESERVES THE RIGHT TO WITHDRAW A TRAVEL GRANT IF A FINALIZED TAER IS NOT RETURNED TO THE TRAVEL GRANT CHAIR WITHIN 10 BUSINESS DAYS OF COMPLETED TRAVEL.

Questions regarding the Travel Grant Program should be directed to:

ASPDC Travel Grant Program Subcommittee Chair
Geraldine Johnson
Academic College Enrichment Services
1330 A/AB
313-577-7671
jerrijohnson@wayne.edu

Applications for travel during the 2011 – 2012 fiscal year will be accepted starting **October 1, 2011.**