**To:** Mathematics Department Affiliate Faculty

**From:** Karen Novotny, Chair

**Re:** Faculty Development Funds & Reimbursement

**Date:** August 28, 2017

The purpose of this memo is to provide information about faculty development funds and travel reimbursement for the 2017 – 2018 academic year.

1. This year, each affiliate faculty member will be allocated $350 for professional travel and an additional $150 that may be used for either travel or the purchase of items to support instructional and/or professional activities. We’re currently working on updating the list of approved items for purchase with your $150, so if you have any questions about whether or not an item qualifies, please ask me.
2. If you would like to attend a professional conference that requires more than your travel funds, please consider applying for support from the [Pew Faculty Teaching and Learning Center](http://gvsu.edu/ftlc) or the [Center for Scholarly and Creative Excellence](http://gvsu.edu/csce). Here’s a description of the grants that are available to affiliate faculty from each source:

FTLC: The [Faculty Conference Travel Grant](http://www.gvsu.edu/ftlc/faculty-conference-travel-grant-49.htm) is applicable if you are attending a *teaching-related* conference either in the US or outside the country. Awards are for up to $700. You don’t have to present in order to receive this grant, but you do have to plan in advance, since they only take applications for a 3-day period at the beginning of each quarter for travel in the next quarter:

**January 15, 8:00am - January 18, 8:00am** for travel Apr 1 - Jun 30
**April 15, 8:00am - April 18, 8:00am** for travel Jul 1 - Sep 30
**July 15, 8:00am - July 18, 8:00am**for travel Oct 1 - Dec 31
**October 15, 8:00am - October 18, 8:00am**for travel Jan 1 - Mar 31

 Funds are awarded, by lottery, to approximately half of those who apply each quarter. Additionally, funding is limited to one trip per faculty member every other fiscal year. The FTLC provides [other grants](http://www.gvsu.edu/ftlc/grants-47.htm), one of which, the Sponsored Teaching & Learning Event Grant, provides travel support for *specific* teaching and learning related events).

CSCE: The [Dissemination Travel Grant](http://www.gvsu.edu/csce/dissemination-travel-grant-13.htm) requires presentation at a conference. According to the website “to qualify for a travel grant, the faculty member must actively participate in the meeting by presenting their original work, chairing a panel, serving as an officer of a professional association, or contributing as a stated participant in a formal discussion.” There’s a limit of two of these grants per faculty member per fiscal year (7/1 – 6/30); for the first trip the maximum award is $500 for domestic travel and $750 for international travel (which includes Hawaii, Alaska, and Canada except Ontario), and no more than $250 is permitted for the second trip in a fiscal year. Here’s information on submission dates:

| **Quarter** | **Ending Date of Travel** | **Open for Submission** |
| --- | --- | --- |
| 1st  | July 1 - September 30 |               May 15  |
| 2nd  | October 1 - December 31 |              August 15 |
| 3rd | January 1 - March 31 |           November 15 |
| 4th | April 1 - June 30 |            February 15 |

The department may also be able to provide some additional support for travel. In particular, in April, I will send out a form to all faculty asking for supplemental funding requests, and I urge you to submit a request for any travel related expenses that were not previously reimbursed. I will honor those requests if we have sufficient departmental funds available at the end of the fiscal year.

1. Make sure to follow the [university guidelines on travel expenses](http://www.gvsu.edu/busfin/university-travel-37.htm). Jan and Sandee can also answer questions about travel and the reimbursement process.