



- Purpose** This grant supports dissemination of the applicant's original research or creative effort.
- Eligibility** All tenured and tenure-track faculty members, visiting professors, and affiliates are eligible. 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. Speaking or delivering a paper as a lecturer or visitor at another university does not qualify for use of these funds, unless the event is a meeting that includes faculty from other universities.
- Funding Limitations** Faculty travel expenses are primarily the responsibility of the individual's academic unit through your professional development funds. Support from the CSCE is therefore supplementary.
- Limited to two grants per faculty member per year (7/1 – 6/30).
 - For the first trip, there is a max of \$600 for domestic travel and \$800 for international travel (travel to Canada is considered international as well as travel to Hawaii and Alaska) and for the second trip no more than \$250 is permitted.
- Funding Cycles and Deadlines** Travel proposals will be accepted during the quarter reflecting the end date of travel. You travel grant is not approved until you receive an email confirmation from the CSCE.

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

**Application Process and
Activity Report**

To apply for a grant and to submit your final report please go to 'My Apps' at:
www.gvsu.edu/csce/grants .

**Reimbursement
Requirements**

Funds are held within the Center for Scholarly and Creative Excellence and disbursed through a reimbursement process with your department. Once the expense is encumbered by your department, your department support staff will submit a request for reimbursement from CSCE using the OnBase system.

Recipients of travel grants must submit a final report of up to one page long outlining the outcomes of the grant. Again, go to:
www.gvsu.edu/csce/grants to submit your final report on your grant application in MyApps.

The report should outline any significant contacts made at the meeting, new insights gained, or associations developed that may advance the faculty member's research and creative activities or lead to leadership positions in appropriate organizations, etc. Those faculty members not submitting a report within 30 days of returning from the travel will be ineligible for future grants until this requirement has been met.