

Guidelines for Dean's Faculty Travel Fund

Faculty members may apply for support from this fund to cover the costs of registration fees and travel to present their research at professional meetings. This funding is intended to be supplemental to any existing travel support that the faculty member may receive from the School; existing support must be obligated before an application to the dean's fund will be approved. Cost-sharing with other sources of support, including personal funds, is acceptable.

All full-time tenured, tenure-track, term, and research faculty members are eligible to apply. Applicants must demonstrate that they have been invited or received an acceptance of a proposal to present research. Proposals will be accepted on a rolling basis, but the fund will be budgeted such that roughly one-quarter of the fund is committed in each quarter of the fiscal year.

Criteria for evaluation of proposal will include:

- Importance and visibility of meeting
- Total cost and cost-share (i.e. the fund will assist with travel to expensive destinations, especially if there is a cost-share)
- Recent publication record and plans for publication of research being presented
- Prior efforts to secure external research funding

Funding will be provided as reimbursement after expenses have been incurred.

Applications of no more than 2 pages should be made by email through Susan McClure (mmcclure@gmu.edu).