



## 2017-18 RFP for COE Faculty Travel Awards

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DATE: August 18, 2017  
TO: College of Education Faculty  
FROM: S. Hector Ochoa, Dean  
Sylvia Celedón-Pattichis, Interim Senior Associate Dean for Research & Community Engagement  
RE: Request for Proposals

### I. INTRODUCTION

The College of Education is pleased to announce that a fund of \$30,000.00 has been established to support faculty travel to present scholarly work in 2017-18. Of this total, \$10,000 has been specifically earmarked for Assistant Professors and \$20,000 will be available for faculty at all ranks including lecturers. Thus, assistant professors have two chances at being funded, but can only receive one award. Only full-time faculties on a continuing appointment (i.e, tenure, tenure track and lecturers) are eligible to apply for these funds.

The 2017-18 COE Travel Awards are designated specifically for faculty travel to disseminate research at **national** conferences. All full-time faculty members, including lecturers, are eligible and encouraged to apply for these funds. The travel funds may be requested **ONLY** for travel to disseminate scholarly work. The maximum amount of the award is \$1,000. Requests for travel funds should be accompanied by appropriate documentation including conference letters of acceptance and/or other official papers where applicable (see proposal requirements below). Also, requests for reimbursement of travel funds that has already occurred in this fiscal year (after July 1, 2017) should be accompanied by appropriate documentation including receipts, letters of acceptance, conference proceedings, and other official papers where applicable.

**NOTE: You must have committed your departmental allocation of \$1,000 prior to using funds from the competition.**

### II. TRAVEL FUNDING PROPOSAL REQUIREMENTS

#### Description and Submission

Each proposal must have the following:

1. A contact page with name, department, rank, phone, and email address
2. A proposal narrative page with the (a) name, location, and dates of the conference you will be attending, (b) the title and an abstract of your presentation(s), and (c) any other pertinent information related to your proposed trip.
3. A copy of an acceptance letter or acknowledgement of a presentation proposal submitted and under review (Please note: Funding will not be awarded until final confirmation of acceptance has been provided).
4. A budget page (see example at end of this document)
5. You will need to obtain support from your respective chair. Your chair must sign off on your proposal.

If awarded, all budget items must be committed by **June 30, 2018**. In preparing the proposal, please refer to the attached pages that describe how the proposal must be formatted and how the committee will evaluate each proposal. Members of the review committee are representative of all departments in the COE.

**Please note that recipients of Travel Awards must submit a brief written report to the Associate Dean for Research at the conclusion of their travel**

To apply for funds, submit your complete proposal as an e-mail attachment (MS Word document or PDF) to Dr. Sylvia Celedón-Pattichis at [sceledon@unm.edu](mailto:sceledon@unm.edu)

**\*The deadline to submit a proposal is September 11, 2017 at 11:59 p.m.**

### III. TRAVEL REQUEST CRITERIA FOR REVIEW AND RATING SCALE

Application#: \_\_\_ \_

Reviewer's initials: \_\_\_ \_

Abstract of Paper/Reason for Attending Meeting/Conference	Documentation	Budget		Total
20 points	10 points	10 points		40 points

Comments:

#### CATEGORY CRITERIA

**Scholarship (20 points):**

The abstract should clearly reflect the purpose, methods, design, analysis, findings, and implications of research to be presented at the conference. An additional statement of how the presentation will enhance the faculty member's scholarly productivity at UNM should be included

**Documentation (10 points)**

Clear documentation to include but not limited to specific name and dates of conference, indication of paper acceptance, session titles, etc.

**Budget (10 points):**

The budget is clearly written, detailed, itemized, and within funding limits

#### IV. EXAMPLE BUDGET

Please provide a detailed justification for each budget item requested. If you have supplemental sources of funds for the proposed project please describe these as well. Below is an example of acceptable budget.

**NOTE: Actual meal receipts will be required for reimbursement. Meal reimbursements will be for actual receipts up to per diem allowable expenses.**

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<b>Travel</b> - Round trip airfare from Albuquerque to Chicago	\$379.70
<b>Hotel-Hilton</b> Downtown Chicago (Conference Hotel) 4 nights@ \$199.00 per night (special conference rate, including tax)	\$796.00
<b>Conference Registration</b> -	\$250.00
<b>Meals</b> -	\$150.00
<b>Other Expenses</b> - (e.g., airport shuttle from and to airport)	\$30.00
 <b>TOTAL</b>	 \$1605.70
 Dept. Travel Funding	 -\$1000.00
<b>Requested Funds</b> <b>COE TravelAward</b>	 <b>- \$605.70</b>

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