

COLLEGE OF EDUCATION AND HUMAN SCIENCES REQUEST FOR TRAVEL FUNDING PROCEDURES

The Process for Seeking Support for Conference Presentations and other Professional Development Activities

Presenting at a state, national, or international conference (Department, COEHS, and ORSP funding requested)

- Submit the College travel form currently on the COEHS web forms page (<http://www.uwec.edu/coehs/forms/>) with verification that your presentation has been accepted (either a letter of acceptance or the conference brochure with your name listed) to your department chair.
- Department chair approves, makes an award, and forwards your request to Sandy Schulner in the Dean's Office. The Chair adds information to the tracking sheet [\\fs3\educsh\\$\Travel\Tracking_Sheet.xls](\\fs3\educsh$\Travel\Tracking_Sheet.xls)
- The Dean makes an award of \$750/person/year based on established criteria and copies of the signed travel form will be sent to the faculty member, the department chair, and the department academic department associate (ADA) announcing the award. The Dean forwards the request to the Office of University Research and Sponsored Programs (ORSP).
- ORSP matches up to \$500/person/trip and \$750/person/year if funds are available. Their office returns all of the assigned paperwork to the faculty/staff member and adds information to the tracking sheet. Money then is transferred to an account for which both ORSP and the Dean have signature authority.
- Submit your expenses to your department chair who will forward them to the Dean's Office where all other reimbursement will take place.

Attending a workshop to learn new skills (Department, COEHS, and ORSP funding requested)

Workshop and Special Projects Travel

- Seeking funds for workshops and special projects travel requires a cover page, budget form, and a 2-4 page double-spaced description. Please see details at <http://www.uwec.edu/orsp/Programs/SpecialProj.htm>
- The application deadline for this grant is the first working day of each month.

Academic Staff Professional Development

- This program provides grants for professional development, renewal and retraining of academic staff. Please see details at <http://www.uwec.edu/orsp/Programs/AcadStaff.htm>
- Application deadlines are quarterly—Sept. 1, Dec. 1, March 1, and June 1.

Traveling to a conference/workshop not eligible for ORSP funding (Department and COEHS funding requested)

- Submit the College travel form currently on the COEHS web forms page (<http://www.uwec.edu/coehs/forms/>) with the conference brochure or other supporting documentation to your department chair.
- Department chair approves, may make an award, and may forward your request to Jane Becker in the Dean's Office if there is need for additional funding.
- The Dean may make an award based on the recommendation of the chair, and if so, sends copies of the signed travel form to the faculty member, the department chair, and the department ADA announcing the award.
- Submit your expenses to your department chair who will forward them to the Dean's Office where all other reimbursement will take place.

Arranging for Guest Lecturers, Artists, and Other Professionals

- This program will provide up to \$3,000 in matching support to bring guest lecturers, artists, and other professionals to campus. Dollar for dollar matching support is not required but there must be departmental and/or College support for each proposal. Please see details at <http://www.uwec.edu/orsp/Programs/GuestLectures.htm>
- The application deadline is the first working day of each month.