

Date: September 19, 2024
To: Full-time Faculty
From: Manoj Pardasani, Acting Provost and Vice President for Academic Affairs
Subject: 2024-2025 **Faculty Travel Award Program**

We are pleased to announce the Faculty Travel Award Program to support faculty participation in conferences and other research-related travel. Proposals for travel related to assessment and student learning in your discipline will also be considered. This program is open to all Hunter College employees who are full-time or part-time teaching and non-teaching members of the instructional staff. Funds can be used for travel during the 2024-2025 fiscal year and must be expended by June 15, 2025. These funds will be distributed to faculty in all schools and the library.

Funding is available for both in-person and virtual conferences. If you wish to attend an in-person conference, please note the current CUNY Travel guidance [Domestic and International Travel – The City University of New York \(cuny.edu\)](#).

Only one request should be made per applicant. Funding will be limited to \$1,500 per person.

I. Application Process:

In order to increase efficiency and ease of application, all requests for funds must be submitted via the online form available here: [TRAVEL AWARD APPLICATION FORM](#). No paper forms will be accepted.

Applications should meet the following criteria:

1. The travel in question takes place between July 1, 2024 and June 15, 2025.
2. There is a description of:
 - a. the conference/meeting the applicant wishes to attend, including dates and place, and how attendance/presentation will contribute to his or her research or enhance his or her professional profile. The applicant must identify his or her role at the meeting (e.g., convener, moderator, program planner, presenter, attendee, etc.) and the title of the work, if applicable. If the conference or workshop is related to learning and assessment, the applicant must indicate how attending the conference will enhance teaching, learning, or assessment at Hunter College, or
 - b. the use of the travel funds for other research related activities (e.g., data collection, meeting with research collaborators, etc.), including dates, place, and how the activity will contribute to his or her research or enhance his or her professional profile.
3. The applicant includes the **actual or anticipated costs of attendance** (e.g., registration, travel, lodging, food, etc.) and indicates if any of the costs will be

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covered by another source, or if the applicant will be paid or reimbursed for his or her participation.

For out-of-town travel, use the U.S. General Services Administration guidelines ([Travel Resources | GSA](#)) as a benchmark for determining *per diem* rates for lodging and meals during travel. Determine the most cost-efficient mode of transportation (train, airline, or driving, etc.) to estimate the cost of transportation.

Please save all receipts and make copies of the credit/debit card statement (blacking out information that is not relevant while including your name and the last 4 digits of your credit card) for items that you would like to be reimbursed for.

- 4. Outcomes for internal (Hunter College) funding applicants have received over the past 3 years.** Please enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement, and Presidential Travel Awards. Requests for funding from the Presidential Travel Award Program will not be considered if applicants do not enter outcomes from internal funding received over the past 3 years.

Faculty who received awards to fund research-related travel are required to submit an abstract of their presentation or, where appropriate, a description of their research activities, to their chair and dean when they return from their trips. All faculty who travel for assessment- and learning-related purposes are expected to host an event or prepare materials in which they share what they have learned with their Hunter colleagues, and to report to their chair and dean on that event.

II. Deadline:

Applications are due no later than **November 20, 2024**.

Award amounts will not exceed \$1,500 per applicant. Funding decisions will be based on the quality of applications received and the potential for impact on scholarship and teaching. Preference will be given to faculty who are presenting their scholarship or research.

If you have any questions, please do not hesitate to call the Office of the Provost provost@hunter.cuny.edu.