

Office of the Provost

Date: September 19, 2024
To: Hunter Faculty and Staff Recognized in PSC-CUNY Contract
From: Manoj Pardasani, Acting Provost and Vice President for Academic Affairs
Subject: 2024- 2025 **Hunter Travel Award Program**

We are pleased to announce another round of funding for the Hunter Travel Award Program to support participation in professional conferences. Funds are available for conferences completed July 1, 2024 – June 15, 2025.

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.

Eligibility:

This program is open to all Hunter College employees recognized in the PSC-CUNY contract.

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 – 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 their research or enhance their professional profile. The applicant must identify their 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 their research or enhance their professional profile.

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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 covered by another source, or if the applicant will be paid or reimbursed for their 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. The applicant includes the outcomes for internal (Hunter College) funding received over the past 3 years. This includes outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received in previous cycles.

Reporting:

Faculty members who receive 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 members 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.

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 email the Office of the Provost provost@hunter.cuny.edu.