

COLLEGE OF EDUCATION RESEARCH DISSEMINATION TRAVEL AWARD GUIDELINES

OVERVIEW

The College Research Dissemination Travel Award provides financial support for faculty, faculty associates, and administrative professionals to present at academic conferences or present their empirical work in other international settings and then to share what they have learned with COE colleagues. The program provides up to **\$500** in reimbursement funds to augment other sources of support to present at conferences. **Applications are accepted from the beginning of the academic year until the beginning of April (please see website for exact deadline).**

ELIGIBILITY

Applications must be submitted prior to travel. All tenured and tenure-line faculty, faculty associates, and administrative professionals in the College of Education are eligible. Individuals are eligible to receive up to \$500 in travel funds each fiscal year. An individual may apply multiple times if not fully funded for earlier applications. For example, if an applicant only uses \$300 to present at a conference in October, they may apply again for an additional \$200 for another conference in April. Alternatively, if an earlier application was not approved, an individual may apply again during the same fiscal year to present at another conference. If you use the full \$500 to present at one conference, you may NOT apply again until the next fiscal year. **Recipients of prior COE travel awards who have failed to meet award obligations are not eligible.**

AWARD AMOUNT

Awards will be up to **\$500** to support conference presentation expenses. The number of awards and amounts are subject to availability of funds. The awards should augment School/Unit travel funds that have either already been used or encumbered. For example, if presenting at AERA in April will cost \$1,400 and one's Department/School/University funds remaining are only \$1,000, one may use this award to request the additional \$400.

APPLICATION DEADLINE

Applications are accepted throughout the academic year until the deadline listed on the website. Applications can be submitted at any time before travel commences and will be evaluated by the College Research Committee when received on a monthly basis. Funds are available upon award acceptance. Applications will be considered from September to April each fiscal year until funds are gone. If all funds are used before April, notification will be sent out via email.

EVALUATION CRITERIA

The College Research Committee will evaluate applications approved by chairs/directors and select recipients based on the degree to which the application:

- Outlines the amount and sources of other travel or supplemental funds the faculty member has available to support research and travel,
- Describes the presentation and potential benefits of attending the conference for the applicant and College,
- Presents a reasonable itemized budget,
- Is well written and complete, and
- A previous award winner will have written an article for the College website.

CONDITIONS OF THE AWARD

Acceptance indicates agreement to submit a written summary for the [COE Conference News website](#) that briefly explains the research presentation and presents conference experiences and insights that would be of value to other COE colleagues. The summary should be submitted **within five months** of supported travel in Word format to Jennifer Dodson at jndodso@ilstu.edu. Completion of this condition is required to remain eligible for future COE travel awards.

IMPORTANT DATES

- Applications open at the beginning of each academic year.
- Funds must be spent no later than **June 15** of the relevant fiscal year.
- A completed travel voucher and all receipts for reimbursement must be presented as soon as possible after return from travel but no later than 60 days after return and before June 15 of the relevant fiscal year.

APPLICATION APPROVAL

When you submit an application, the system will send the application to your chair/director/supervisor via email for approval. The CRC will not consider your application without this approval. This approval will serve as confirmation that no other funds are available to support your conference travel. Upon approval or denial, you will receive a notification via email. This approval is not the same as CRC approval of the application.

QUESTIONS?

Contact Jennifer Dodson at jndodso@ilstu.edu.