

## Scholarly Presentation Support Program Guidelines

### Focus and Eligibility

The dissemination of scholarly work at regional, national, and international conferences is significant in many respects. The presentation of refereed papers or other forms of competitively selected work represents a recognized contribution to one's discipline or field. Presenting work at well-recognized professional meetings often serves as an important prelude to subsequent publication, which allows scholarship to reach even wider audiences. Conference presentations also provide an important opportunity to stay current on latest developments in the field and to establish collegial contacts that may lead to new collaborative work in one's area of expertise.

Individual faculty members may request up to \$600 per year in Scholarly Presentation Support funds to be applied toward registration and usual travel-related expenses such as transportation, lodging, and per diem. University travel regulations apply. At this time, funding is sufficient to provide up to 50 awards annually. It is expected that the program will be funded at this level for the next several years.

All full-time tenured and tenure-track faculty are eligible to apply. When a qualifying presentation involves work co-authored by two (or more) UIS faculty members and is delivered jointly, each may separately request Scholarly Presentation Support funds. Scholarly work is defined as research, scholarship, and creative work directly related to the faculty member's discipline. In order to qualify for this program, the specific conference presentation for which funds are requested must meet the following criteria:

- The paper or creative work to be presented was selected through a competitive peer-review process, *or* represents a formally invited address.
- The academic conference or professional meeting is of regional, national, or international significance within a relevant discipline or field.
- The presentation is recognized as meeting these criteria by the dean of the faculty member's college, based on review procedures developed in the college.

### Procedures

Requests for Scholarly Presentation Support Program funding should be made *in advance of actual travel*.<sup>a</sup>

1. **Submit a brief memo to your Academic Dean requesting Scholarly Presentation Support funds.**

The request for Scholarly Presentation Support **must** receive written endorsement by the appropriate Academic Dean to be considered eligible. Your request memo should include **signature lines for approvals** by the Dean and the Provost, and provide the following information:

- **presentation title**
- **author(s)**
- **conference title**
- **conference dates**
- **registration fee**
- **anticipated travel expenses**

**Procedures (continued)**

**A copy of the acceptance letter or e-mail**, indicating your work has been selected for the conference, should also be attached to the memo.

2. The Deans will establish review procedures within their Colleges and notify the faculty member of the decision regarding eligibility for Scholarly Presentation Support Program funding. Eligible requests will be forwarded by the Dean's office to the Provost's Office for approval. Approved requests will be assigned a tracking number; **this number must be used when submitting claims as described in the following paragraph.**
3. After completing authorized travel, the Faculty Member will submit a registration and travel expense voucher through regular Department and College procedures. University travel regulations apply. The voucher must include the assigned tracking number in the "Destination and Purpose of Trip" field, and must distinguish between the amount to be covered by Scholarly Presentation Support Program funds and the amount to be covered by other funding sources (e.g., college faculty development accounts). Scholarly Presentation Support Program funding cannot exceed \$600 and must be charged to state accounts.
4. The College will forward a copy of the travel voucher, P-Card log or invoice voucher to Pat Austin, PAC 525.
5. Expenses are to be paid from college state appropriated funds, preferably the academic department of the faculty member. The Provost's Office will transfer Scholarly Presentation Support Program funds to the applicable C-FOP.

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<sup>a</sup> Requests for Scholarly Presentation Support funds to cover qualifying travel that occurred during the period of July 1, 2009 and August 16, 2009 will be considered. A request memo should be prepared and processed according to the procedures outlined above; however, the Department/Unit should prepare a *supplemental* travel voucher and attach it to the request memo before it is submitted to the Dean/Director for approval. The supplemental voucher should indicate the amount to be covered by Scholarly Presentation Support funds.