

William Paterson University
Office of the Provost
Graduate Studies and Research

FACULTY RESEARCH AND TRAVEL INCENTIVE PROGRAM

The Faculty Research and Travel Incentive Program is intended to support full time faculty travel related to research, to support full time faculty who have an established research agenda and or those who are developing a research agenda. All requests for support for travel through this program must be approved first by the department chair and dean; final approval for funding will be determined by the Office of the Provost and Executive Vice President.

To request funds, a faculty member must submit to the Chairperson of the department:

1. A one page abstract/summary detailing the need for travel, how it relates to an established or developing research agenda, and expected outcomes of the travel;
2. A one page travel budget, including a budget narrative, detailing expenses;
3. A completed Employee Travel Request and Approval Form, and appropriate documentation (invitation to present research results);
4. A completed Request for Research and Travel Incentive Form (attached).

Travel requests must be received in the Office of the Provost at least 30 days prior to travel. Decisions on requests will be made within 20 days of travel. Full time faculty who travel through this program must submit a summary of the activity to the chairperson of the department immediately following activity or travel, which is to be included in formal reports from the department.

To be reimbursed for travel, a full time faculty member must submit a completed Travel Expense Voucher with all appropriate signatures affixed. **Original receipts** must accompany the voucher. This program ends in June. In order to receive reimbursements approved through this program, all paperwork must be processed through this office no later than June 30th.

For questions or concerns related to the Research and Travel Incentive Program, please contact your College Dean or Nina Jemmott, ex. 3093.

**William Paterson University
Research and Travel Incentive Program**

(Submit to the Office of the Provost with Employee Travel Request and Approval Form at least 30 days prior to trip.)

1. Name of Researcher/Presenter: _____ 2. Date of Hire: _____
3. Department: _____ 4. Tenured: Yes _____ No _____
4a. 1 Year Only: _____
5. Conference Destination: _____ 6. Dates: From _____ To _____

7. Estimated Total Cost of Trip:	\$ _____
8. Sources of Funding:	
A. <u>Internal</u> : (ART, Career Development, Department Funds, Dean) Please specify:	
_____	\$ _____
_____	_____
_____	_____
B. <u>External</u> : (Grant, Honorarium, Fees paid) Please specify:	
_____	\$ _____
_____	_____
_____	_____
9. Amount requested through this program:	\$ _____

Research Travel Category (check one):

- A. Presentation of current research at a disciplinary or research conference or meeting
 B. Travel related to a current ART project or established research program, such as a Principal Investigator=s meeting
 C. Travel to research-based meeting, such as AERA, ACS, related to a current research project
 D. Travel related to an independent research project or grant
 E. Travel related to a joint research project/grant

Explain reason for category checked and attach: 1. Abstract; 2. Budget; 3. Verifying documentation.
(i.e. letter of invitation to present research findings, meeting announcements)

Approvals:

Chairperson: Comments: _____

Signature: _____ Date _____ Award Recommendation \$ _____

Dean: Comments: _____

Signature: _____ Date _____ Award Recommendation \$ _____

Associate Vice President/Graduate Studies and Research:

Final Award recommendation: \$ _____ Percent of total cost: _____

Signature: _____ Date: _____