

William Paterson University
Office of the Provost and Senior Vice President

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. It is open to all Full-Time Tenured and Tenure Track Faculty and Librarians. 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 Senior Vice President.

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

1. A completed application for the Faculty Research and Travel Incentive Program which can be accessed at:
http://cms.wpunj.edu/faculty-and-staff/teaching_research_grants.dot
2. 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;
3. A one-page travel budget, including a budget narrative, detailing expenses;
4. A completed Employee Travel Request and Approval Form, and appropriate documentation (conference information, invitation to present research results, etc.)

Travel Requests, and supporting documentation must be received in the Office of the Provost at least 30 days prior to travel so that decisions can 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.

Reimbursement process for travel: Complete a Travel Expense Voucher, and attach all original receipts associated to that travel. The voucher has to be signed by all areas that supported funding for the travel, as per section 5 of the guidelines, *Procedures Required for All Travel*, which can be found on WP Connect within the Travel Menu.

For questions or concerns related to the Research and Travel Incentive Program, please contact your College Dean or Sandy Hill, Ext 2583.

**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 _____
(City, State or Country)

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 Investigators 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 Provost for Academic Affairs:

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

Signature: _____ Date: _____