



**Provost Fund for Faculty Scholarship & Professional Development
PROVOST AWARD FOR TRAVEL
Application Guidelines**

PAT PROPOSAL GENERAL GUIDELINES

Travel awards are intended to support the cost of travel to present, perform or exhibit scholarly or creative works, or to assist with the cost of travel for invited presentations. **Please note: funding for travel to participate in professional development or training and to fund faculty research should be requested under RDFD.**

1. Only complete applications with all required signatures will be considered.
2. Provost Travel Awards are limited to a total of \$5,000 per funding cycle (July1 – June 30).
3. For a collaborative presentation, performance or exhibit involving travel by two or more UNC faculty members, each faculty member who requires provost funds must submit a separate application explaining his or her own contribution and justifying the cost of his or her individual travel. However, the collaborative project is limited to a total of \$5,000 in Provost funding regardless of the number of UNC faculty members or disciplines involved. If complete applications are not received from all UNC faculty members involved in the collaborative project (who require PAT funds), no funding will be provided to any of the involved UNC faculty members.
4. FRPB cannot fund travel for students or non-UNC personnel.
5. If multiple applications are received from the same individual, funding of one proposal will be given priority consideration with other proposals given secondary consideration. It will be to the advantage of the individual to indicate which travel proposal is of highest priority in the narrative. **If submitting for multiple trips, a separate application should be submitted for each.**
6. Applications may be submitted in both the Provost Research, Dissemination, and Faculty Development (RDFD) and Provost Award for Travel categories in the same annual funding cycle. Proposals will be reviewed two times per year for RDFD projects (4th Friday in October and 4th Friday in March) and three times per year for Travel projects (2nd Friday in September, 3rd Friday in January, and 2nd Friday in April).
7. Applications will NOT be considered for travel that occurred prior to submission of an application. Faculty members are encouraged to apply early. Award dollars may be granted prior to confirmation of a presentation, but *monies will not be allocated until confirmation of your presentation or performance is provided.*
8. The award of funds is a contract between the faculty member and the Office of the Provost.
9. Awardees are expected to remain in the employ of UNC for at least one academic year after the award is granted.
10. Expenses for travel must be adequately justified. Extended domestic travel (beyond a 4-day, 3-night stay) or international travel (beyond a 6-day, 5-night stay) must be warranted. Costs of travel must be consistent with allowable costs per [UNC Travel Procedures](#). Please be sure to explain how the cost of each line item in your budget was determined. A sample budget is available on the OSP website
11. Before applying for Provost Travel funds, applicants must have applied for all travel funding available to them from their colleges and/or schools/departments.

Applicants must exhaust all College/School/Department travel funds available to them prior to using Provost Travel Funding and explain where these funds were used in their brief narrative on the cover form.

Please note: applications that do not indicate the amount of College/School funding available (by filling in the dollar amounts on the Application Cover page) will not be accepted. Any such funds, as well as any other funding available, must be applied to items in the “funding from other sources column” of the Budget Page and subtracted from total costs of trip, thereby reducing the total amount requested from the Provost Fund. **Budgets that do not sum correctly or do not reflect the amounts indicated on the Application Cover page will not be funded.** If you have questions, please contact your college FRPB representative.

12. Any deviation from the proposed use of funds by award recipients must be approved by the FRPB Chair(s) in advance of the change. The Chair will have the prerogative of full board review concerning these changes.
13. Awards must be fully expended within the award period as indicated on the award document.
14. A final project report is due 90 days following the award termination date. Reports are to be completed using the [Final Report Form](#), and are to be submitted by email to Sherry May at sherry.may@unco.edu. These reports will be published on the [Research SharePoint site](#).

APPLICATION REQUIREMENTS

To be considered for funding, a proposal must include: (1) the Provost Travel Application Cover and Budget Forms, (2) supporting documentation, including letter of acceptance or equivalent, and (3) a three-page current curriculum vitae for the applicant and any collaborators.

SUBMISSION REQUIREMENTS

Proposals, including required signatures, must be received by the Office of Research not later than 5:00 p.m. on the published deadline date. Digital submissions may be emailed to sherry.may@unco.edu as a single PDF file containing the complete application, including the signed cover page (multiple emails containing separate portions of an application will each be rejected as incomplete). Hard copies of complete applications may be mailed to Campus Box 143 or delivered to Kepner Hall 0025. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding.