**Fall, Winter, and Spring Faculty Travel Grant (FTG) Application Checklist**

**Submit the proposal electronically**: Download the MS Word application to your computer to complete. Create a PDF of the completed application, attach allowable supporting documents as a single PDF file, upload to DocuSign and obtain required signatures, and email the PDF to [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu) by the submission deadlines. **Cycle 1:** **Sunday, October 15, 2023 by 11:59 PM.** Documents sent after 11:59 PM WILL NOT BE ACCEPTED**. Awards announced Monday, October 30, 2023.**

Application submitted without a written invitation or formal acceptance of a presentation/exhibit/masterclass/performance/residency/fellowship will not be reviewed.

Include the checklist with your application.

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| **CHECK oFF** | **Required documents** |
|  | 1. **Cover page, Form # 1**   The electronic PDF application must include all required signatures. Valid electronic signatures are acceptable.  **NOTE:** Non-tenure- track, non-research faculty must submit a letter from their chair/director or dean confirming that the applicant is employed in a regularly renewable position, paid as a USF faculty member, expected to conduct independent research, and it is anticipated that the applicant will be regularly renewed. |
|  | 1. **Revision, Form # 2.** If applicable, limit 350 words, 12-point font, and single space. The new information in the application must be summarized here and the changes clearly marked in the application. |
|  | 1. **Proposed Budget, Form # 3. Request the minimum amount of funding needed for the trip**   Disclose any resources **by answering the mandatory 4 questions.** If these questions are not answered, the application will not be reviewed.  Complete “History of Grants and Support” question. List all FTG’s received within the last two years. |
|  | 1. **Travel Agenda and Publication Plan, Form # 4**   One page limit. Single-space, 12-point font, outline format permitted.  2 Parts: a. Travel Agenda b. Publication/Presentation Plan |
|  | 1. **Rationale for Travel/Objectives of Presentation/Creative Activity, Form # 5. Limit 350 words, 12-point font, and single space.**   Write so a reviewer (an intelligent non-expert) who is not familiar with your discipline can understand. Describe in layman’s terms and avoid using jargon. |
|  | 1. **Abstract/Description of ALL Presentations/creative activities, Form # 6. Limit 350 words, single spaced, and 12-point font.** |
|  | 1. **Abbreviated Curriculum Vita-Form, Form # 7**   Standard biographical sketch, no more than 4 pages, is required. A NEH, NIH or NSF format is recommended but not required. |
|  | 1. **Submit written invitation or formal acceptance of a presentation/creative activity.** |
|  | 1. **Acceptable (not required) to submit a one-page letter of endorsement from the department Chair.** |
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**CYCLE 1 FTG Application for Academic Year 2023 - 2024 (FORM # 1)**

Application submitted without a written invitation or formal acceptance of a presentation will not be reviewed.

**Submission Deadline, Sunday, October 15, 2023, by 11:59 PM**

**(Awards Announced Monday, October 30, 2023)**

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| NAME: | GEMS NUMBER: |
| DEPARTMENT NAME: | DEPARTMENT ID NUMBER: |
| COLLEGE/SCHOOL: | **CAMPUS:**  TPA  STP  SAR |
| CAMPUS MAIL STOP: | EMAIL ADDRESS: |
| TELEPHONE NUMBER: | **Tenure Status:**   |  |  | | --- | --- | | http://www.surveymonkey.com/i/t.gifTenured  http://www.surveymonkey.com/i/t.gifTenure- Earning/Research | http://www.surveymonkey.com/i/t.gifNon-Tenure (include letter from chair/director or dean) | |
| RANK: | MO/YR APPOINTED TO THIS RANK: |
| CREDENTIALS, e.g., Ph.D., M.D., etc.: | **TYPE OF CONTRACT:**   |  |  | | --- | --- | | http://www.surveymonkey.com/i/t.gif9-month | http://www.surveymonkey.com/i/t.gif12-month | |
| Travel dates, From and To:  **Grant is event-specific; funding cannot be used for another trip.** | |
| Destination(s) City & Country: | |
| Key words describing the project: | |
| Total Funds Requested: $  **MAXIMUM FUNDING IS $2,000 for domestic**  **travel; $4,000 for international travel** | |
| Organization sponsoring meeting **(include website address**): | |
| Title of meeting (include website address, if available): | |
| Type of presentation(s) (keynote address, poster, presentation of paper, etc.): | |
| Title of presentation(s): | |

***Form # 1 continued***

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| Is applicant a current Faculty Development Committee member? http://www.surveymonkey.com/i/t.gif  YES http://www.surveymonkey.com/i/t.gifNO |

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| Department/College staff that will assist with travel paperwork |
| Name: |
| Phone Number and E-Mail Address: |

**Waiver**

I, the Presenter named above, with full knowledge of my right of access to any public record made or received in connection with official public business granted by the Florida Constitution (article I, section 24) and Florida Statutes (chapter 119), expressly waive all rights whatsoever that I have to request records containing the identity of the individuals who provide written feedback on this application. With my signature below, I voluntarily agree to this waiver of my right of access to these records because I believe it will help ensure a truly candid review of my application by my academic peers.

If awarded, any unallowable expenditure on the award will be subject to removal off the grant to an unrestricted account.

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| ***Signatures (Print and Sign)*** | | |
| **Name (Presenter)** | **Dept. or Center Head** | **Dean of College or School** |
|  |  |  |
| (Print name above) | (Print name above) | (Print name above) |
|  |  |  |
| (Sign name above) | (Sign name above) | (Sign name above) |
|  |  |  |
| (Print date above) | (Print date above) | (Print date above) |

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| **APPLICATION REVISION FORM, #2 (if applicable)**  **Limit: 350 words, 12-point font, single space.** |

Word Count:

Summarize the changes, additions or deletions made to this revision of your previous application. Changes in the application or budget must be clearly marked by appropriate bracketing, indenting, or font changes (do not use color or underlining) unless the changes are so extensive as to include most of the text. If the latter is the case, indicate below.

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| **PROPOSAL TRAVEL BUDGET – Maximum Award $2,000 for domestic travel; $4,000 for international travel**  **(Form # 3)** | |
| **Air Transportation**  Travel from Point of Origin to Destination.  From:\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_  From:\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_  From:\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ | $ |
| **Ground Transportation** | $ |
| **Lodging**  See the Travel Checklist on the USF Controllers Office website for per diem rates: [**http://www.usf.edu/business-finance/controller/payment-services/travel.aspx**](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx) | $ |
| **Food** (only meals not provided as part of the registration fee pursuant to USF travel policy. See the Travel Checklist on the USF Controllers Office website for per diem rates: [**http://www.usf.edu/business-finance/controller/payment-services/travel.aspx**](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx) | $ |
| **Registration Fees** (not membership fees for professional organizations) | $ |
| **Other incidental expenses,** related to the conference. Be specific and must be allowable as described in the USF Travel Manual) | $ |
| **TOTAL AMOUNT REQUESTED FOR FACULTY TRAVEL GRANT** | $ |

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| These Are 4 Mandatory Questions. If not answered, the application will not be reviewed. |
| Do you have RIA and/or Start-Up funds to help pay for this travel? PLEASE ELABORATE and PROVIDE $ AMOUNT: |
| Do you have any grant, department, or college funding to help pay for this travel? PLEASE ELABORATE and PROVIDE $ AMOUNT: |

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| Mandatory Questions Continued |
| Have you applied for, or plan to apply for, any other funding, e.g., internal award from your department, college, or another university unit? PLEASE ELABORATE on status and $ applied for: |
| Any other non-internal funding received or applied for, such as, honoraria? PLEASE ELABORATE and PROVIDE $ AMOUNT: |

**HISTORY OF GRANTS AND SUPPORT-- Single space, 12-point font, outline format is permitted.**

**List all previously awarded FTG’s and dates within the last two academic years. Describe any professional outcomes related to the presentation or your attendance at that meeting.**

**TRAVEL AGENDA & PUBLICATION PLAN (Form # 4)**

**Limit one page for #1 and #2 combined. Single spaced, 12-point font, and outline format is permitted.**

***1. Travel Agenda***:

Describe routes, destinations and professional activities related to this trip. This may include presentations at nearby institutions, meetings with collaborators, etc.

***2. Publication/Dissemination Plan:***

Briefly describe the tangible results of your presentation/performance/exhibit/masterclass/fellowship/residency and your publication and/or dissemination plan, and related impact factors. Include names and web addresses of potential journals/publishers or venues/media for exhibition/performance/presentation/etc., and the reasons for selecting them.

**RATIONALE for TRAVEL & OBJECTIVES of PRESENTATION/ CREATIVE ACTIVITY (Form # 5)**

**Limit: 350 words, single space, 12-point font. *Please Note: this limit is strictly enforced.***

Word Count:

Describe the significance and professional standing of the meeting, the role of your presentation/performance/exhibition/masterclass/residency/fellowship, and its benefits to the University/CoTA and your professional development. Describe in layperson’s terms the objectives of the activity.

**ABSTRACT/DESCRIPTION OF PRESENTATION/CREATIVE ACTIVITY (Form # 6)**

**Limit: 350 words, single spaced, 12-point font. *Please Note: this limit is strictly enforced.***

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| Word Count: |

Brief abstract/description of **presentation/exhibit/masterclass/performance/residency/fellowship/etc.** **;** if you are requesting funding for more than one creative activity during this trip include that information in this abstract.

**ABBREVIATED CURRICULUM VITA (Form # 7)**

**Limit: 4 pages, 12-point font, single space outline format is permitted.**

Standard biographical sketch, no more than 4 pages is required. A NEH, NIH or NSF format is recommended but not required.