

New English Department Faculty Travel and Research Fund

August 17, 2009

Total Money for 2009-10: \$30,000

I. Faculty Travel for the purpose of delivering a paper or attending a conference: \$15,000

1. ELIGIBILITY

a) Prior FTG application

Provided they qualify, all applicants must demonstrate that they have exhausted their University funded Faculty Travel Grant before applying to the Department for conference travel. (Submit a copy of your application and award letter.)

The University rules for Faculty Travel Grants are as follows:

All tenured and tenure-track faculty members (Professor, Associate Professor, Assistant Professor and Instructor) and emeritus faculty are **eligible**. Senior Lecturers and Distinguished Senior Lecturers with at least five years of service at UT Austin are also **eligible**. Eligible faculty will be **guaranteed up to \$1,200 per academic year** for travel expenses to **present original papers at scholarly and professional meetings**. This includes reimbursement for all allowable travel related expenses (such as **lodging, meals, transportation and registration**, which are non-taxable reimbursements), and can also be used to cover extra childcare expenses incurred because of the travel (a taxable reimbursement). An approved "Request for Travel Authorization" or RTA should be on file **prior to making the travel**. These funds may be used for foreign or domestic travel.

b) Departmental eligibility

Professorship holders and Harrington Fellows are not eligible to apply for departmental travel funds. **All other professors, associate professors, assistant professors, full-time lecturers, adjuncts, and departmental post-docs** may apply. **UT exchange professors** may also apply for travel to their exchange destination.

c) Travel purposes

1. Departmental travel funds are available for the presentation of original papers at scholarly and professional meetings.
2. Faculty may also apply to go to **one** conference **without giving a paper**, and **before using up the FTG funds** (since this is an expense the FTG does not fund).
3. Faculty who are given honoraria for **keynote addresses at conferences**, but no other expenses, **may** apply to the department for travel and hotels. (Submit a copy of the invitation and declare amount of honorarium.)

d) Exclusions

Faculty who are **invited by another university to give a lecture or reading**, whether as a one-off or as part of a series, are **NOT** eligible to use departmental travel funds. The host department should pay travel and hotel for an invitee; the UT English Department will not subsidize other universities.

2. FUNDING LIMITS

a) Limits per trip

The Department will pay no more than **\$1,500** per trip to any faculty member for conference travel expenses.

The English Department Travel Fund will pay:

1. Up to **\$400 for domestic, \$900 for foreign airfare** (per trip).
2. **Conference registration fees.**
3. **Hotels, up to \$125 per night only; upper limit of \$500 for lodging per trip.**

b) Limits per academic year

\$1,500 per year is the usual limit on faculty travel expenses. Faculty may apply to the English Department to attend **two** conferences a year to present original papers, assuming that the first conference does not cost more than \$1,500. If any money remains after April 1st, applicants may also apply for a third conference.

Travel funds for the purposes of attending a conference without giving paper are limited to **one** trip per year.

II. Faculty Travel and other expenses associated with Research: \$15,000

1. ELIGIBILITY

a) Prior SRG application; university restrictions

Provided they are eligible, all applicants must demonstrate that they have exhausted the University funded Special Research Grant (\$750) before applying to the Department for **research travel or a research assistant.** (Submit a copy of application and award letter.)

The University rules for University Special Research Grant are as follows (the earlier you apply the better):

Purpose: To provide modest research support for specific projects of individual tenured and tenure-track faculty members. These grants are intended to cover

unanticipated costs or special needs and should not be considered a means of supporting on-going projects.

SRG funds MAY be used for:

- ☺ Travel to research site (beyond the Austin area)
- ☺ Research equipment, supplies, and materials
- ☺ Highly specialized computer software required for the project
- ☺ Salary for research assistants, translators, transcribers, or technicians

SRG funds MAY NOT be used for:

- ☹ Researcher's salary or fringe benefits
- ☹ Fellowships, scholarships, tuition, or fees
- ☹ Books, journal subscriptions, music tapes, CDs, or DVDs
- ☹ Any expense related to textbook publication
- ☹ Page charges, reprints, or subventions for printing or indexing
- ☹ Computer time, hardware, software (unless highly specialized), or computer peripherals

b) Departmental eligibility

Persons who qualify for departmental travel funds (see I. 1. b above) are eligible to receive departmental research funds.

c) Research purposes

If the SRG funds are unavailable or exhausted, or if the expense is not covered by the SRG, applicants may apply to the English Department for the following expenses:

- 1. Indexing**
- 2. Permissions**
- 3. Illustrations**
- 4. Materials from libraries**
- 5. Microfilms and DVDs**
- 6. Research assistant**
- 7. Travel to research site (same terms as conference travel and lodging)**

2. FUNDING LIMITS

The Department will normally pay no more than \$750 a year to any faculty member for research expenses. If money remains after April 1st, an application for additional support may be made.