Travel Grants - Tips and FAQs

What is the URL for the Travel Grants website?

https://webapps.salisbury.edu/ftga - There is also a link to the travel grants website from the Faculty Senate website under the Faculty Development Committee.

1) What type of travel is funded?

Funding supports travel to professional conferences. Presenters have priority over attendees. Travel for other professional purposes is only funded if funds remain after all applicants for conference travel have been funded. If you are funded as a presenter or participating in some other formal capacity, after your travel you must be able to demonstrate written documentation of your participation (e.g., listed in the program, etc.).

2) How much money is available?

Each year The Provost's Office allocates an overall amount that is divided into $600 grants for each individual who receives an award. The money is divided into two groupings from June – December; and January – May.

3) If I received funding previously, can I apply again?

Faculty are limited to one award per fiscal year. Thus, if you received funding for the Fall cycle, you cannot apply for the Spring cycle.

4) I'm having trouble getting the website to accept my application.

Follow the instructions on the website. **Tip:** When entering **amounts**, use numbers only, do NOT include any special characters such as commas, dollar signs, leading blanks, etc.

5) When I look at my status, it says "Accepted for Presenter." Does this mean I received funding?

No, this means you applied for funding as a presenter. When you review your status on the website, the status will be processing, funded, waitlisted, or declined.

6) How do I claim my funding?

Before you travel, complete a travel *request* form, to be signed by your Dean, and provide a copy to the **designated FDC member**. After your travel, submit to the **FDC** a travel *expense* form, again signed by your Dean, receipts for the travel and, as mentioned above, documentation of your formal participation in the conference (most commonly as a presenter). Note this is due **WITHIN 30 DAYS** of your travel.

7) What if I don't go to the conference for which I submitted? Can I apply my funding to a different conference during the same period?

It depends. If you **can't** go to the conference for which you applied, have a **good reason**, and can go to a different one during the same funding period, with the same status as the first one (present or attend), you can make your case to the FDC, and they will review the situation.

8) Are part-time/adjunct/retired/emeritus faculty eligible for Travel Grants?

Yes, but not graduate students who may be teaching a class. Only those faculty who have taught in the last year are eligible.