

## Travel Grants – Instructions for Applicants

### A. Overview

The purpose of this document is to provide applicants with sufficient information to submit an application to the Travel Grants System for supplemental travel funding.

Travel grants are provided to SU faculty by the Office of the Provost on a semi-annual basis for travel to professional conferences. The grants are administered by the Faculty Development Committee. The grants are intended to supplement other sources of travel funding. The grant amount is currently \$400 each, and the number awarded varies based on the funding provided. Faculty planning to travel must submit an application online via the Travel Grants website- <https://webapps.salisbury.edu/ftga/> - for a specific conference. Faculty making presentations are given priority over faculty who are attending, who are in turn given priority over those traveling for other purposes, such as individual research. Funding is awarded by lottery, after applications are sorted by these priorities. Non-funded applicants are waitlisted, should funding become available, for example because someone doesn't attend a funded conference. If someone is eligible for funding, i.e., traveled, any funds not needed to reimburse the individual will go to that department.

The Travel Grants website was developed in 2006 by students of Dr. Sophie Wang, for which the Faculty Senate, the Faculty Development Committee, and Salisbury University are grateful.

### B. How to submit an Application

1. Go to the Travel Grant website - <https://webapps.salisbury.edu/ftga/> -and login with your normal SU login
2. On the menu bar, select "Applications" and then select "Submit Application."
3. Verify/enter all of the information requested on the page that appears. When entering numbers, do not include any special characters such as \$, commas, blank spaces, etc.
4. Optional: You MAY choose to enter information in the text box provided or to attach a file (although you **MUST** provide an explanation if you chose "Other" as the type of activity). To attach a file, click on "Add Attachment" at the bottom of

- the page. In the box that appears select the browse button to locate and select/highlight the desired file. You may double click on this file or you may select the open button to add the file. Once you have "added" the file, the filename should appear next to the words "Choose a file".
5. Once you have entered all the desired and necessary information, select continue at the bottom of the page.
  6. A page identifying your entered information should appear. Once this information is correct, select the submit button at the bottom of the page.
  7. Verify that you have actually submitted the application to the database: (a) The website should indicate your application number AND (b) You should receive an automated email from the FDC indicating that your application has been accepted or is being processed. If you do not receive this application number or email, then you should assume your application has not been submitted and you should resubmit.

*Questions may be address to the current FDC Travel Grants Administrator (TGA).<sup>1</sup>  
Also, see Frequently Asked Questions.*

### **C. How to View the Status of an Application**

On the maroon menu bar on this site, select "Applications" and then select "Check Status." **Prior** to complete processing of all applications by the FDC, your **initial** status may be:

- Accepted for presenter status
- Accepted for attendee status
- Being processed by the FDC

"Accepted" means your **application** was processed by the system, not that you have been funded.

After the FDC has completed processing of all applications, your status may be:

- Funded
- Wait listed
- Processing – means application was for something other than a conference

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<sup>1</sup> 2013-2014 – Leslie Yarmo, Fulton School, [lyarmo@salisbury.edu](mailto:lyarmo@salisbury.edu)

## D. How to Claim Your Funding

If your application is placed in the funded status, to receive your funds you must do the following, if at all possible within 30 days of your travel:

1. *Prior to travel.* If traveling out of state, have your out-of-state travel request form signed by your Chair and/or Dean, and then submit it to *the current Travel Grants Administrator*. After the FDC completes its processing of the form, the form will be forwarded to Accounts Payable.
2. *After travel.* Submit your expense form, original receipts, and written documentation of your participation, if applicable, to the Travel Grants Administrator (AFTER your expense report is signed by your dean and other staff as needed). After the FDC completes its processing of the document, the form will be forwarded to Accounts Payable to complete processing.
3. If your expense paperwork is submitted to Accounts Payable before claiming Travel Grant funding, please make a copy of the Travel Expense form, add a note that receipts have already been submitted, include evidence of presentation if applicable, and send to the Travel Grants Administrator.

*Please keep in mind that FDC processing is done by volunteer faculty members, who, like you, have multiple responsibilities and periodic intense periods throughout a semester. Hence, please have patience, and adhere to these procedures to make it easier for them to expedite your reimbursement.*