

ADVANCE

AT WSU

TRAVEL ASSISTANCE AWARD PROGRAM FUNDING GUIDELINES

<https://advance.wsu.edu/internal-grant-application/>

Overview: The ADVANCE at WSU Travel Assistance Award program is an initiative designed to support conference travel for eligible faculty. Specifically, this program supports travel of dependents required to complete scientific presentations. The aim of the program is to recognize faculty impactful in their field, and to promote scholarship and career development by providing a travel grant to support attendance at national conferences or international scientific meetings to present significant/novel findings. The ADVANCE at WSU Travel Assistance Award Program provides funding for proposals that involve invited and/or accepted presentations at national and international conferences offering unique scholarship, career, and/or leadership advancement opportunities for eligible WSU faculty.

Amount of Funding: Typically up to \$1,000 (awards up to \$2,000 will be considered given appropriate justification).

Eligibility: WSU tenured or tenure-track women faculty members are eligible, with prioritization given to women from STEM departments and/or academic units wherein women faculty are otherwise under-represented. Additionally, all faculty members (men and women) from underrepresented groups as defined by the National Science Foundation (African Americans, Native Americans and Hispanic Americans) are eligible.

Proposal Format: Funding requests must demonstrate considerable potential for providing career advancement opportunities and/or assist in reducing barriers for eligible WSU faculty.

In order to be considered, applicants must submit a completed application, <https://advance.wsu.edu/internal-grant-application/>. The application includes the following information:

- Cover Sheet
- Proposal: A detailed description and justification of the project. The description should not exceed one page (double-spaced, 12-point font) and should include:
 - 1) description of the scientific conference, including dates, times, and locations;
 - 2) rationale for why this presentation opportunity will advance scholarship/professional development of the grantee.
- Current C.V.
- Letter of Support: The request must be accompanied by a letter of support from a nominator to include a senior faculty member or department Chair or Director.
- Detailed budget (completed online)

The ADVANCE at WSU requirement that all Travel Assistance Award Program applicants seek a contribution from their department and/or college, at least matching funds requested from ADVANCE at WSU (i.e., at least 50% of the overall amount needed to support a faculty member's travel), has been suspended for the 2020-2021 academic year due to COVID-19 and related effects/circumstances.

Required Deliverables and Expectations: All recipients will be asked to provide a report on their experience with the ADVANCE at WSU Travel Assistance Award Program. Specifically, within one year of completing grant activities, Travel Assistance Award recipients must provide this brief report to the Director of ADVANCE at WSU. All recipients will be periodically asked to participate in program evaluation efforts, responding to brief utilization/satisfaction surveys and providing career advancement information (e.g., may be asked to provide current CVs).

Review Process and Funding Criteria: A Selection Committee will review applications and make recommendations for funding to the Director of ADVANCE at WSU. Proposals will be evaluated on past achievements of the WSU faculty member and the potential for the proposed initiative to further the professional development of the candidate. Support of applications is subject to availability of funds.

Deadline: Applications are reviewed on a rolling basis.

Questions and Proposal Submission:

Masha Gartstein
Director, ADVANCE at WSU
gartstma@wsu.edu
(509) 335-9739

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