

October 20, 2004

TO: Faculty, Graduate Students, APT, and Lecturers in the College of Social Sciences

FROM: Richard Dubanoski, Dean  
College of Social Sciences

SUBJECT: **College Travel Funds for Professional Development in Research, 2004 – 2005**

***Background***

Participation in conferences, training and related activities is central to continuing academic and professional development at any university. The potential benefits of such participation include the exchange of new ideas and techniques in research, validation of academic endeavors by peers, and information about important events and research opportunities. Involvement and leadership in these activities also enhance the national and international prestige of the home university.

The unique geographical position of Hawaii places an unusual burden on the University and its faculty in participating in extramural activities. Unfortunately, the University has been unable to maintain a level of support commensurate with these special circumstances, and under-funding of travel continues to be one of the greatest limitations on professional development at the University of Hawaii.

To help fill the gap in support at the University, the College of Social Sciences has once again set aside a limited amount of funds for travel grants **from overhead monies generated by contracts and grants awarded to faculty in our College. These grants are intended to promote research by supporting travel to conferences, workshops, and other events that facilitate professional development in research.**

***Criteria and Guidelines for Travel Support***

- A. Those who receive travel support from other University sources for the same trip are not eligible.
- B. Requests will be rated from high to low priority in this order: (1) presenting an accepted conference paper; (2) organizing and chairing a research panel or symposium within a conference; (3) directly participating in a training program specifically designed for professional development in research; and (4) special purposes, e.g., to receive a prestigious research award.
- C. Priority will be given to junior faculty members, followed by senior faculty, graduate students, APTs, and Lecturers.

***Procedures for Allocating Funds***

Given the limited amount of funds available, a maximum of \$1,000 per person will be awarded only once during a 12-month period. Applications will be due three times a year, on **December 1, 2004, April 1, 2005, and September 1, 2005**. Applications can cover travel anytime during the year (October 15, 2004 – October 14, 2005), although requests for retroactive reimbursements are generally discouraged.

Please complete the attached application, forward the entire packet of materials to your department chair for a recommendation, and have your chair forward it to Judith Inazu, SSRI, Saunders Hall 704, by the application due date indicated above.

Attachment



Signature of Chair

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Date

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