**Program Description**

Funds from the Provost’s Office help off-set travel costs for COE faculty attending regional or national conferences in order to: 1) present scholarly work; ***or*** 2) participate in activities that support expertise in and development of innovative instructional methods.

**Eligibility**

Mountain Campus and Statewide full-time NAU faculty members (tenure and non-tenure track); support during sabbatical is eligible if guidelines (below) apply. **Faculty may not be funded by this program in consecutive years.**

**Awards**

Awards support faculty travel to international, national, and regional conference sites for the purposes listed in the Program Description. A maximum award is not likely to exceed $500. Acceptance letter/registration verification to conference is required prior to distribution of awards. A letter from IRB should also accompany this proposal if this project involved human subjects research. For more information on IRB, visit: <http://nau.edu/research/compliance/human-research/irbnet/>

**Guidelines for Selection (not prioritized) *to be addressed in the application proposal***

* Centrality of the proposal to the mission of COE.
* *Our mission is,* *we’ll prepare you to be a leader in education—so you can make a difference for the rest of your life.*
* Centrality of the proposal to your departmental goals.
* The extent to which the proposal, either scholarly or instructional development work, supports COE’s current Strategic Plan (applicant may address all that apply). The Strategic Plan is available on the COE website at: <https://nau.edu/uploadedFiles/Academic/COE/COE_Strategic%20Goals_2016-2020.pdf>
* If a paper is to be presented at a professional conference, whether the review of papers was refereed.
* The application has sound potential to support the faculty member’s expertise in and development of innovative instructional methods.
* The application has sound potential to strengthen the teaching skills of the faculty member and the department.
* The application includes a plan for internal dissemination of information and outcomes in COE (brown bag, poster, webpage posting, workshop, etc.).

**Review Process**

Applications will be reviewed within two weeks after the submission deadline. Awards are based on the **quality and completeness** of the proposal.

**Submission Deadline**

Submit completed application electronically to the College of Education Dean’s Office (COE-Dean@nau.edu) no later than one month prior to travel. Please note that funds are limited and awards will cease when funds run out for the fiscal year.

**FULLY RESPOND** TO ALL SECTIONS OF THE APPLICATION

*Please contact your department chair if you have any questions about completing this application.*

**Page 1**

**Name: Date:**

**Academic Unit:**

**Conference** (name, location, dates):

**Purpose** (indicate appropriate item and complete information):

1) To present scholarly work

Title of paper or presentation:

Abstract:

2) To support expertise in and development of innovative instructional methods

Describe nature of participation and expected outcomes:

**Page 2**

**Proposal** (address selection guidelines)

Please be specific, as awards are based on the **quality and completeness** of the proposal.

**Page 3**

**Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **COSTS** |  | **CONTRIBUTIONS** |  |
| Conference registration |  | From Department |  |
| Airfare/mileage |  | From college |  |
| Travel Visa |  | Other sources (list): |  |
| Lodging |  |  |  |
| Meals/per diem |  |  |  |
| Local transportation |  |  |  |
| **Total Cost of Trip** |  | **Total Additional Funds** |  |

Faculty applicant’s signature: Date:

Submit application to the Dean’s OfficeCOE-Dean@nau.edu no later than one month prior to the actual travel date. Please note that funds are limited and awards will cease when funds run out for the fiscal year.