

Elmhurst College

Faculty Development Committee

GUIDELINES FOR FACULTY TRAVEL GRANTS

Academic Year 2001-2002

October 1, 2001

To: Elmhurst College Faculty
From: Faculty Development Committee
Subject: Travel Grants, Academic Year 2001-2002

This year the **Faculty Development Committee** will again support 16 faculty travel grants each for up to \$300 [\$500 for presentations at meetings outside the continental USA]. Up to 8 grants will be awarded each term. Applications for Term I funding (travel may already have been completed) are due on **Monday, November 5, 2001**. Applications for Term II and Summer funding are due **Monday, February 11, 2002**.

All faculty (full-time and part-time) are eligible to apply.

There is no formal application form. An **email** application letter (not to exceed the equivalent of two pages) should address the items below:

- Description, date, and location of activity. Please include the URL for the conference web page if available.
- Description of paper or poster to be presented, if applicable.
- Description of workshop, short course, or sessions to be attended.
- Total budget, *i.e.*, total cost, funds available from Departmental budget, funds available from other sources, and the amount requested from Faculty Development.
- Briefly discuss how this activity will contribute your development as a teacher/scholar. Please be as specific as possible.

Please direct any questions to Earl C. Swallow, Chairperson of the Faculty Development Committee, (earls@elmhurst.edu or 617-3577 or Campus Box 3).

Application letters should be submitted to Earl Swallow by email (earls@elmhurst.edu).

Applications will be judged on quality of the proposed activity. Activities that most directly impact teaching and/or scholarship will be given preference for support.

Please Note: This document and others related to the work of the Faculty Development Committee can be found at <http://www.elmhurst.edu/~earls/fdc> .