

**CLASS Conference Travel Grant—Special One-Time Program
Funded from the Humanities Excellence Fund
Spring and Summer 2019**

Purpose. The purpose of the CLASS Conference Travel Grant program is to support CLASS faculty as they travel to organized regional, national, and international conferences for the purpose of presenting, discussing, or performing original research or creative work.

Eligibility. Members of CLASS faculty with position description allocations of at least 25% for research/creative activity may apply. Support will be granted for participation in a maximum of one conference or meeting of scholarly societies subject to availability of funds. Travel must occur between January 1, 2019-August 15, 2019.

There is a pool of \$10,000 for this purpose. Funds will be allocated on a rolling basis, on a first-come, first-served basis.

Criteria for Travel Support. Support will be granted for travel and lodging expenses associated with personal presentation of results of original research and/or creative activity at conferences or meetings of recognized scholarly societies. Support is given for oral and poster presentations. Maximum travel award is \$750.

Eligible Expenses. This travel grant will cover travel and lodging costs up to \$750. Travel costs can include economy airfare, baggage fees, parking fees, train, boat, mileage reimbursement for personal car (use 0.535 for mileage estimates), or bus. The cost of travel cannot exceed the equivalent of economy airfare. Lodging expenses are figured at the single conference room rate. All original receipts are required for reimbursement and will be submitted through your home department.

Application Process. In one page, provide an abstract of the paper or performance to be presented. Provide an estimate of the travel and lodging costs to the professional meeting. In addition to the one-page application, provide one of the following three items:

1. An invitation to participate;
2. Acceptance of paper or performance for presentation;
3. Copy of the preliminary program listing participation.

AND

An email with the approval of your department chair or director for these expenses.

Email your application no later than 21 working days prior to the travel date to Associate Dean Diane Kelly-Riley at dianek@uidaho.edu. Awards will not be granted retroactively.