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Center for Excellence in Teaching and Learning (CETL)
Travel Grants

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Purpose:

Recognizing that learning is a process that needs constant attention and refinement, CETL works to promote an ongoing, university-wide discussion about teaching and learning issues. It is essential that faculty and instructors engage in dialogue and in development opportunities which focus on teaching and learning issues so that our university evolves with the changes in higher education.

The purpose of CETL Travel Grants is to support UM faculty's and instructional staff's attendance to conferences and workshops devoted to teaching and learning in higher education.

Monetary limit: $1,000

Eligibility:

All teaching staff may apply including faculty, adjuncts, and graduate instructors. Preferences will be given to applicants in the following order: (1) Permanent Faculty; (2) Temporary Faculty/Adjuncts; and (3) Graduate Instructors.

The following types of travel are eligible for funding:

Travel to a workshop targeting teaching and learning
Travel to a conference where the applicant is presenting on a teaching and learning topic
Travel to a teaching/learning conference

Application Guidelines:

1. Completed application form to include
   - Description of the conference/workshop and date
   - Applicant's intent for going (what do you intend to learn and share with UM community; what will you present)
   - Total travel funds requested from CETL, not to exceed $1,000
   - Recommendation of chair or dean from your department
2. Application deadlines are 5:00pm on March 1st and September 1st
3. All travel grant applications must be submitted to CETL online to Travel Grant Application Box or emailed to cetl@olemiss.edu.
4. Applications will be reviewed by the CETL Board; applicants will be notified of the decision via email by the 25th of the month of submission.

Reporting and Release of Funds:

A final report is required indicating the ways applicants apply the information they learned and ways they will share information about their workshop and conference experiences university-wide. Some examples to do this include the following: leading a FacChat or Faculty Development Luncheon, participating in the annual SoTL poster session, or leading a learning community. Final reports must include:
1. Applied techniques and assessment (action research); presentation with feedback from audience
2. Means to share with UM faculty/staff
3. Original documentation of approved expenses

CETL TRAVEL GRANTS APPLICATION COVER PAGE

IMPORTANT: READ CETL TRAVEL GRANT GUIDELINES BEFORE COMPLETING THIS FORM	
Name	Event Title
Department	Date of Event
Campus Phone	Campus E-Mail

DESCRIPTION OF CONFERENCE/WORKSHOP:

TOTAL ESTIMATED COST $	OTHER UM SUPPORT $	CETL FUNDS REQUESTED $

APPLICANT'S CERTIFICATION: I understand and accept the eligibility criteria and other terms and conditions set forth in the Travel Grant guidelines.

Signature   Date

Department Chair's Acknowledgment and Comments:

Name: Signature: Date:
Department Funds for This Proposal: $_____   Email:

Dean's Acknowledgment and Comments:

Name: Signature: Date:
College/School Funds for This Proposal: $_____   Email: