

**CLASS Conference and Professional Development Travel/Virtual Attendance Support  
Grant AY 2024-25**

**Purpose.** The purpose of the CLASS Conference and Professional Development Travel Grant program is to support CLASS faculty, post-docs, and graduate students as they travel to organized regional, national, and international conferences to present, discuss, or perform original research or creative work. Funds are also available for professional development opportunities related to the person's position description. This fund intends to *supplement* travel support available through the applicant's department. Tenure-line faculty, clinical faculty, instructors, post-docs, and graduate students are eligible to apply. Four due dates with timelines are listed below. You should apply as soon as you know that you will require funds. Applications will not be considered until the deadline has passed and it will take committees some time to review the applications. Please prepare accordingly.

Deadline September 27, Travel complete prior to May 30.

Deadline November 15, Travel complete prior to June 30.

Deadline January 24, Travel complete prior to June 30.

Deadline March 7, Travel complete prior to September 30.

Submit Application via Qualtrics:

[https://uidaho.co1.qualtrics.com/jfe/form/SV\\_3jxMCvALMxfLEy](https://uidaho.co1.qualtrics.com/jfe/form/SV_3jxMCvALMxfLEy)

**Eligibility.** Travel awards may be up to \$1000. Support will be granted for participation in a maximum of one conference or meeting of professional or scholarly societies per academic year, subject to the availability of funds or for one professional development opportunity. Funding will be distributed on a first-come, first-serve basis. However, as funds may become available again (as travel is canceled or more funds are available), any unfunded proposal will be forwarded into the next cycle within the same Academic Year. If you would prefer NOT to have your application considered in the next cycle, please email [tcraig@uidaho.edu](mailto:tcraig@uidaho.edu).

**Criteria for Travel Support.** Support will be granted for registration, travel, and/or lodging expenses associated with personal presentation of results of original research and/or creative activity at conferences or meetings of recognized scholarly or professional societies. Support is given for oral or poster presentations. Support for professional development opportunities may also be awarded. The maximum travel award is \$1000.

**Eligible Expenses.** This travel grant will cover registration, travel, and lodging costs. Travel costs can include economy airfare, baggage fees, parking fees, train, boat, mileage reimbursement for personal car (use 0.655 for mileage estimates), or bus. Please note that per diem is not included or covered by this funding. 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.** Prepare and submit the following information [here](#):

1. Provide an abstract of the paper or performance to be presented. If a professional development opportunity, provide a description of the opportunity.
2. Describe the impact of the opportunity to participate at this professional meeting for the faculty member.
3. Estimate the cost of registration, travel, and lodging costs.
4. List of travel support allocated to you or expected for professional conferences/meetings for the current academic year from your department or other sources (grants or fellowships).

Be prepared to upload an invitation to participate, an acceptance of a paper or performance for presentation, a copy of the preliminary program listing participation, a timeline of when you would expect to receive such notice, and an email with the approval of your department chair or director verifying the need for this support and listing any matching funds from the department or have an email sent directly to [tcraig@uidaho.edu](mailto:tcraig@uidaho.edu). Graduate students should also have an email from their major professor indicating approval and verification of the need for this support in the same document as the chair letter.

**Review Process:**

Applications will be reviewed by CLASS associate deans and ad hoc committees as needed. Recommendations will be made to the dean, who will make the final decisions.

Applications will be reviewed using the following criteria:

1. Availability of departmental funds to support professional travel (priority will be given to faculty in CLASS departments with no travel funds; second priority will be given to faculty who can demonstrate partial departmental support for travel.)
2. Priority will be given to faculty, post-docs, and graduate students.
3. Priority will also be given to applicants without CLASS funding support in the last three years. The lowest priority will be given to applicants who received funding in the past Academic Year.
4. Importance of the opportunity for a faculty member, post-doc, or graduate student to further their career or scholarly work.

*All travel related to professional meetings must have prior Chrome River authorization regardless of the funding source (departmental, external, or personal). If travel is pre-authorized in Chrome River, retroactive reimbursement for travel from this grant will be possible.*

Funding not spent by the end of the funding cycle will be returned to the college.