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**RESEARCH COMMITTEE  
RECOMMENDATION**

**SR-11-12-(08) 46 RC**

Recommends approval of the attached guidelines for applicants to the Quinlan Endowment Fund for Faculty Travel.

**RATIONALE:**

The guidelines are intended to assist applicants as they complete the application process using the recently revised application form. These further explain eligibility, eligible activities, application criteria, and disbursement of funds. Upon approval the guidelines will be distributed to faculty and posted on the Faculty Senate website.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: *Paul Brammer* DATE: 11/18/10

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: *[Signature]* DATE: 11-22-10

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## QUINLAN ENDOWMENT FUND FOR FACULTY TRAVEL

### GUIDELINES

**Purpose of the Grant:** The Research Committee accepts applications for Quinlan Endowment funds specifically in support of faculty travel to present scholarly or creative work at professional meetings and conferences. Priority for funding will be based on the significance of both the applicant's participation and the conference.

**Eligibility of Applicant:** Applicants must be full-time, tenured or tenure-track faculty or librarians with faculty status. Faculty may not receive more than \$500 per academic year. Please note that e-mailed applications will not be accepted.

**Eligible Activities:** The grant is to be used specifically for the dissemination of research and creative activities through presentation at professional meetings and/or conferences and may not be used for the discovery of knowledge or for the purchase of materials involved in research and/or creative activities.

**Application Criteria:** Applications must include the following, or they will be considered incomplete and thus, ineligible for funding:

- A letter briefly describing your activity or activities at the meeting or conference. The letter should address 1) the nature and specifics of your activity, including your level of participation (include any additional committee responsibilities, officer duties); 2) the significance of your presentation and/or creative activity within your field; and 3) the significance of the conference within your field, including participants and geographic draw.
- A copy of your abstract for your presentation, or in the case of creative activity, documentation (see below) and a short paragraph describing your participation if no abstract was required. For example, a performer would include information describing his or her role in the performance; an artist should include information describing his or her work and its role in the event.
- Documentation of acceptance of your presentation or creative activity. An application that lacks documentation of acceptance will NOT be considered incomplete, but please note that funding will not be disbursed until notice of acceptance is received. Applicants must notify the committee chair as soon as the notice of acceptance or non-acceptance of the presentation or creative activity is received. Applicants with additional responsibilities during the meeting or conference should provide documentation.
- A budget, documenting that your Quinlan request does not exceed more than two-thirds of the total budget. Please note that disclosure of the source of matching funds is unnecessary.

**Deadlines:** Applicants are urged to submit requests for travel funding as early in the academic year as possible. The Research Committee will strictly adhere to the following application deadlines: October X, 20XX, February X, 20XX, and April X, 20XX. Applications received after each deadline will be reviewed as part of the next round. Completed applications are to be submitted to the Faculty Senate office, Memorial Student Center, room BW14.

**Disbursement:** Recipients are reimbursed for their expenses (no more than one-third of the total, up to \$500) after the activity is completed. Applicants who fail to seek reimbursement within three months (90 days) of the start date of the activity will lose their funding and be ineligible for another award during that academic year. Grants are awarded for the specific activity indicated in the award letter and may not be transferred to another. Applicants who do not use their funding for the specified activity must reapply to receive consideration for a different activity.

**Assistance with the Application:** Questions concerning the application process should be directed to the Research Committee representative from the applicant's college or the committee chair. Applicants should also feel free to consult the Application Pre-screening Form which may be accessed at <http://www.marshall.edu/senate/FORMS/default.asp>.