



FACULTY DEVELOPMENT TRAVEL GRANT GUIDELINES

(Updated May 2024)

A fixed amount of funding is designated per semester or year by the Department Head to support the research and professional development-related travel of faculty in the Department of Music at Mississippi State University.

Who may apply?

All full-time music faculty: Tenure-Track Faculty** (Assistant, Associate, and Full Professors), Teaching Faculty (Assistant, Associate, and Full Professors), Clinical Faculty (Assistant, Associate, and Full Professors), and Instructors (I, II, and III).

Examples of potentially-fundable travel:

- Giving a workshop or presentation, reading a paper, presenting a poster, performing, conducting, or having a composition performed at a state, regional, national or international conference
- Serving on a committee or assisting in some way with the program of a state, regional, national or international conference
- Performing concerts, recitals, or lecture recitals in the United states or abroad that are not being fully funded by the hosting organization.
- Conducting an ensemble in the United States or abroad when the hosting organization does not fully fund the expenses.
- For composers, attending the premier of a composition in the United States or abroad; attending final rounds of a composition competition in which their work is a finalist
- Attending a short course or workshop to enhance research or teaching skills or acquire certification (such as Kodaly, Orff, Dalcroze, etc.)
- Attending a professional conference



What should be submitted?

- A short cover letter explaining the purpose of the travel, how it supports the faculty member's research or professional agenda, and listing any financial support received from other sources to fund the trip (i.e. lodging will be covered by the hosting institution)
- Completed *Faculty Development Travel Grant Application*
- Completed *Travel Request Within the United States* form, or completed paperwork for international travel
- Supporting documents, such as convention program excerpt listing the faculty member's presentation, proposal abstracts for presentations under review, copy of flight itinerary, e-mail or other correspondence to support invitations, etc.
- Though it is not a part of the grant application, the traveler should also initiate a travel request, bookings, etc., through Concur.

** It is expected that all Tenure-Track travel applications are accompanied by a College of Education Travel Support Request Submission (please verify to department):

COE Request: **TO BE SENT SOON**

How should travel grant proposals be submitted?

All submissions need to be sent electronically, in entirety, as a single PDF file via e-mail to the Department Head (dstevens@colled.msstate.edu). In the subject line of the email, please include FACULTY TRAVEL REQUEST – LAST NAME.

When should travel grant proposals be submitted?

Proposals for travel dated August 16, 2024 - January 15, 2025 should be submitted by *5pm on Friday, June 28, 2024.*

Proposals for travel dated January 16, 2025 - August 15, 2025 should be submitted by *5pm on Friday, November 15, 2024.*



Priorities for funding:

If funding exists to support all grants submitted, and all of the grants meet the qualifications and criteria for funding, all grants will be funded.

If there are more requests than available funds, the following priorities will be used to determine funding.

Personnel

1. **Tenure-Track – Untenured Assistant Professors, Untenured Associate Professors, Untenured Professors, Tenured Associate Professors
2. Teaching Faculty/Clinical Faculty – Assistant Professors, Associate Professors
3. Tenured Full Professors
4. Teaching Faculty/Clinical Faculty – Full Professors
5. Instructors – Rank I, Rank II, Rank III

Events

1. Refereed presentations, posters, papers, or performances at national or international conventions/conferences
2. Refereed presentations, posters, papers, or performances at regional or state conventions/conferences
3. National or international invitations to perform, conduct, attend a composition premier (composers)
4. Regional or in-state invitations to perform, conduct, attend a composition premier (composers)
5. Committee or program professional service for national or international conferences
6. Committee or program professional service for regional or state conferences
7. Attending a short course or workshop to enhance research or teaching skills or acquire certification (such as Kodaly, Orff, Dalcroze, etc.)
8. Attending a professional conference



Budget Items

1. Registration fees
2. Air fare
3. Lodging
4. Mileage
5. Meals
6. Other: such as parking fees and airport shuttles

Number of funded proposals of individual faculty members within the academic year

All other considerations above being equal, some preference may be given to faculty who have not already received travel funds within the academic year.