Arts & Humanities Domestic Travel (A&HDT) awards provide partial support for travel to destinations inside the 50 United States for faculty to participate in professional meetings, give performances, or hold exhibitions. *This award is intended for individuals who are giving research presentations, exhibitions or performances of major significance in a national/international context or who are contributing in important official capacities to meetings/forums of national/international significance held within the 50 United States.* In addition, support will be considered for travel to MU by visiting public speakers of national/international stature. Please review the section titled “Criteria Used To Evaluate Applications” for review standards.

**The maximum award an applicant can receive from the Arts & Humanities Domestic Travel program is $1,500.** It is expected that the total cost of the travel will be shared between the Home Department or Division and the Arts & Humanities Domestic Travel grant funds. Support is available for lowest round trip airfare and other additional expenses related to the travel such as local transportation costs, hotel costs, and meals. *Conference and registration fees are not covered by this program. Honoraria for visiting speakers are not covered by this program.*

*A&HDT funding will not be provided for travel to conferences or other venues organized and/or offered exclusively by for-profit entities. Invitations for departmental presentations at institutions alone are not sufficient for funding under the A&HDT program, but they may be included as part of a valid travel request. Presentations by visiting speakers must be open to the public and advertised across the MU campus.*

**ELIGIBILITY**

1. Benefit and non-benefit eligible tenured, tenure-track and ranked non-tenure track faculty at the level of Assistant Professor and above.
2. There is a limitation of one award to an individual within any 12-month period. An applicant can submit a new application for an event occurring 12 months after the previously awarded meeting, performance, or exhibition.

3. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a funded award.

**DEADLINES**

**NOTIFICATION DATES (Approximate)**

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<tr>
<td>August 24, 2015</td>
<td>October 8, 2015</td>
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<td>October 19, 2015</td>
<td>December 17, 2015</td>
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<td>January 19, 2016</td>
<td>March 10, 2016</td>
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<td>March 14, 2016</td>
<td>May 19, 2016</td>
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**APPLICATION INSTRUCTIONS**

Application information and online application for Arts & Humanities Domestic Travel grants are available on the Web at [http://www.research.missouri.edu/funding/internal.htm](http://www.research.missouri.edu/funding/internal.htm). The application should be submitted electronically by using eFunding (electronic proposal system) located at [https://research.missouri.edu/efunding/](https://research.missouri.edu/efunding/). If applicants have documents that they want the reviewers to view and they are having trouble uploading them to eFunding or converting them to an electronic format, then please send an e-mail to melissa@missouri.edu.

Applicants are encouraged to submit Arts & Humanities Domestic Travel applications at the time that best fits with their need for funds. Applications can be submitted prior to or at the earliest A&HDT deadline if submitting after a meeting, performance or exhibition.

**Format**

- Every electronic application must include the required cover page completed in eFunding, and the information requested below needs to be uploaded to eFunding. Please use the major organizational headings, in the order given. Include all of the information that is requested under these headings.
• Please indicate on the cover page under which sector (Behavioral, Biological, Arts & Humanities, Mathematics, Physical, or Social) your projects best fits.
• Applications that are incomplete or exceed the page limits will be returned to the investigator for correction.
• It is helpful to include the applicant’s name in the upper right-hand corner of each page of uploaded documents.
• All applications must use a 12-point or larger font or 15 characters or less per inch, and be single-spaced with 1-inch margins. Any applications that have fonts smaller than 12-point or more than 15 characters per inch will be returned to the applicant.
• All uploaded files are required to include the principal investigator’s last name as the first word in the file name. For example, instead of CV.doc, use DoeCV.doc.
• All words should be in English. If you have a document that is not in English, please provide a translation.
• Sections II, III, IV, and Research Compliance listed below need to be uploaded and coded as separate files in eFunding. See below for the code categories.

I. **Cover Page with required signature**

To create a cover page, log into eFunding ([https://research.missouri.edu/efunding/](https://research.missouri.edu/efunding/)) using your MU e-mail user name and password. Click “My Projects”, click “Create New Project or Report”, and then click “Arts & Humanities Domestic Travel”. As you complete the sections called **Applicants, Meeting Information, Compliance, and My Account**, the system begins to create a cover page for you. To print the cover page after you have completed the above sections, go to the main My Project page and find the **Action** column on the far right side of the screen that has a pull down menu. One of the options is “Print Cover Page”. You can select Print Cover Page at any time before or after you submit the proposal. You will find a signature line on the cover page you print out. The cover page needs to be signed, scanned and e-mailed to melissa@missouri.edu. We can also accept cover pages with electronic signatures. We no longer accept hard (paper) copies of the signed cover page.
Compliance: If your project does not have any research compliance issues, mark the not applicable box as “yes” and the other choices as “no”. If your project does have research compliance issues, please check the appropriate box(es) and see the compliance section below for what information should be uploaded to eFunding.

My Account: The My Account section can be found by clicking My Account after logging into eFunding. There are two items of information that you can edit in the My Account section. They are Nickname and Date Employed at MU. To edit, click “My Account”, enter the correct information in the boxes and click “Save”. The rest of the My Account section is downloaded from the MU’s Human Resources PeopleSoft information database. To edit the PeopleSoft information, first contact your department PeopleSoft contact person and request that they make the appropriate edits in PeopleSoft. After PeopleSoft editing has been completed, send an e-mail to melissa@missouri.edu and request that eFunding be synchronized with PeopleSoft.

II. Description (This section includes the Narrative, Abstract of your paper and Support Materials. All of these items need to be coded as Description - Travel programs) The items can be uploaded as separate files or as a single file. This information will need to be uploaded to eFunding as a PDF.

If you are presenting at the meeting, giving a performance or exhibit:

A. Narrative (Maximum 3 pages)
   1. Indicate length and type of presentation.
   2. If presentation is co-authored, indicate your specific role(s) at the meeting.
   3. Indicate if your presentation, exhibit or performance was invited.
   4. Indicate if the presentation was refereed and if so, what was/is the process of review and degree of selectivity.
   5. Indicate if a related paper is to be published and if so, in what kind of publication.
   6. Indicate the type of session or venue in which you will be presenting.
   7. Indicate the importance of the meeting, performance or exhibit to your discipline or research area and its scope (eg., international distribution of attendees).
8. Explain the reasons for attending the meeting or giving the performance or exhibit and how it will impact your career. If your appointment is different than the traditional 40% teaching, 40% research, and 20% service model, please explain if the difference is relevant to your proposal.

9. If a performance or exhibit, give measures of the significance of the venue or commissioning body, stature of collaborators and/or reputation of curators or publishing/producing organization and level of involvement in the project (eg., is it an individual or group exhibit?).

B. Abstract of your paper (*Maximum 1 page*)

Provide an abstract of your presentation or performance or exhibit.

C. Support Materials (If you have trouble converting this section to electronic format, please e-mail Melissa H. Baldwin at melissa@missouri.edu)

This information should provide ample documentation of your visibility at the conference or other venue, the selectivity of the process used to accept the presentation, and the significance of the event.

1. Include all relevant correspondence with event organizers.

2. Provide information and documentation of the process through which you were selected (e.g., competitive abstract).

3. Include a copy of the relevant portions of the program of the meeting, presentation, or exhibition, if available.

*If you are not making a presentation at the meeting:*

A. Narrative (*Maximum 3 pages*)

1. Describe the nature of your participation and your visibility during the meeting.

2. Describe the scholarly/professional significance of the meeting and the international scope of attendees.

3. Describe the impact that your participation will have on your own scholarly growth.

4. Describe the impact that your participation/presentation will have on this meeting.
5. If support is requested for a visiting public speaker, please provide information about the speaker’s qualifications and the potential impact of their public presentation to the research stature of the university.

B. Support Materials (If you have trouble converting this section to electronic format, please e-mail Melissa H. Baldwin at melissa@missouri.edu)

This information should provide ample documentation of your visibility at the conference, exhibit or performance and the significance of the event.
1. Attach all correspondence to clarify how you were selected to participate.
2. Include documentation of your visibility at the conference or other venue.
3. Include a copy of the relevant portions of the program of the meeting, presentation, or exhibition, if available.
4. If support is requested for travel by a visiting public speaker, please provide a copy of the speaker’s Curriculum Vitae, relevant correspondence with the speaker, and a copy of the seminar announcement.

III. Biographical Sketch/Curriculum Vitae (Maximum 2 pages. This section needs to be coded as Biographical Sketch/Curriculum Vitae) This information will need to be uploaded to eFunding as a PDF.

Include the following information:
A. Education. Indicate institution, degrees, and dates.
B. Employment History. Include postdoctoral research and/or professional experience.
C. List of Grants or Fellowships. Indicate grantor, inclusive dates, and amount of each award.
D. List of up to ten publications: include titles and all authors. Also indicate refereed journals, juried shows, etc., by an asterisk (*). Summarize your productivity by indicating the total number of refereed and non-refereed journal articles, books, book chapters, invited papers, invited performances, juried shows, etc.
IV. **Budget & Previous Support** *(Maximum 1 page. This section needs to be coded as Budget & Previous Support - Travel Programs) This information will need to be uploaded to eFunding as a PDF.*

A. **Budget Needs and Support**

1. Include details of anticipated expenses for travel (i.e. airfare, lodging, transportation, meals). Round all budget items to the nearest dollar. *Conference or registration fees are not covered by this program.*

2. The maximum award from the Arts & Humanities Domestic Travel program is $1,500.

3. Applicants should consult university policy in developing budget requests for travel expenses (http://www.umsystem.edu/ums/fa/management/travel/).

B. **Previous Internal Travel Support**

List names and dates of meetings attended, performances or exhibits given in the last five years for which you received support in the form of an Arts & Humanities Program Small grant, Faculty International Travel and/or Arts & Humanities Domestic Travel award.

**RESEARCH COMPLIANCE** *(This section needs to be coded as Compliance Paperwork) If applicable, this information will need to be uploaded to eFunding as a PDF.*

All research must be conducted in compliance with Federal and University Regulations. We do NOT need the compliance letter(s) or e-mail(s) at the time of the application submission. **Funds will not be released until notice of compliance approval is received in the Office of Research.** A compliance approval letter or e-mail must be either e-mailed to melissa@missouri.edu (after award is made) or uploaded to eFunding (before award is made).

**Application forms for the following committees can be found on the Office of Research website:** [http://www.research.missouri.edu/complia/index.htm](http://www.research.missouri.edu/complia/index.htm)

- **Human Subjects.** Application information and forms may be obtained from the website listed above or from the Campus IRB coordinator (882-9585) or from the Health Sciences IRB coordinator (882-3181).

- **Animal Protocols.** Application information and forms may be obtained from the website listed above or from the ACUC Coordinator (884-6758).
• **Export Controls.** Any actual or deemed export of certain technology may be restricted by the Department of State or the Department of Commerce. Any involvement of non-U.S. citizens with restricted technology should be referred to the MU Office of Research (882-9500).

**Application forms for the following committees can be found on the Environmental Health and Safety website:** http://ehs.missouri.edu/

• **Hazardous Materials.** Authorization information may be obtained from the website listed above or from the Hazardous Materials contact (882-7018).

• **MU Research Reactor.** Authorization information may be obtained from the website listed above or from the Reactor contact (882-5226).

• **Radiation Safety.** Authorization information may be obtained from the Radiation Safety Coordinator (882-7221).

• **rDNA/Biosafety Protocols.** Authorization information may be obtained from the website listed above or from the rDNA/Biosafety Coordinator (882-7923). Note that possession of Select Agents is regulated through the MU Biosafety Committee.

**RESEARCH COUNCIL COMMITTEE MEMBERS**

Members of Research Council Committee, who are appointed by the Senior Vice Chancellor for Research, review Arts & Humanities Domestic Travel applications. The Senior Vice Chancellor for Research makes awards based on recommendations made by the Research Council Committee. **Contact with current Council members regarding your application during its preparation or before or after review is inappropriate, due to the potential for and the appearance of a conflict of interest.** The Research Council Committee encourages discussion of the A&HDT program and guidance on the specific proposal with former members of the Council. A list of former members who have served in the last three years is available on the web at http://www.research.missouri.edu/funding/internal.htm. If you have questions or desire guidance in the preparation of a proposal, please send an e-mail to melissa@missouri.edu.
CRITERIA USED TO EVALUATE APPLICATIONS

Generally, awards are made to individuals who are giving presentations, exhibitions or performances of major significance in a national/international context or who are involved in important official capacities in meetings of national/international significance. Presentations of posters are generally accorded a lower priority than papers, lectures, or readings. Therefore, for poster presentations, it is particularly incumbent on the applicant to make clear a high level of selectivity for participation and a high degree of visibility at the conference. Generally, awards are made to senior faculty who will have high visibility and high impact at the meeting, and to junior faculty who will benefit developmentally from the meeting. Exhibitions and performances at highly visible events or venues with high professional impact for the faculty member and for MU will be given preference.

- **Nature of Participation.** Is the presentation, paper, exhibit or performance invited or refereed? If no presentation is being made, is the nature of the applicant’s participation fully described? Has the applicant clarified how her/his participation was determined? Is there evidence of a high level of selectivity?

- **Importance to Applicant’s Career and/or Field.** Is attendance at the meeting important to applicant’s career or field? Is the applicant’s role and need to attend the conference or meeting clearly justified? Is there evidence that the applicant’s participation will be highly visible at this conference? Is there evidence that the applicant’s performance or exhibit will be highly visible at the forum/venue and will significantly advance the applicant’s career? For speakers visiting the University of Missouri, what is the significance of the visit and public seminar to programs at MU?

- **International Scope and Significance.** Is there evidence that the meeting or forum is national or international in scope and is a major national/international gathering in this field? In the case of a visiting speaker, is she/he of national/international stature, and will she/he provide unique opportunities for increased research and/or related forms of scholarship to programs at University of Missouri?

- **Budget Justification & Previous Funding.** Has the applicant obtained previous funding from the Research Council and/or an Arts & Humanities internal funding program? Has the
applicant clearly researched and justified the necessary expenses for the conference or forum or for the visiting speaker?

**RESUBMISSION OF A&HDT APPLICATIONS:**

If your application is not recommended for funding, you have the option of resubmitting a revised application to another Arts & Humanities Domestic Travel deadline. However, there is a limit of one resubmission for the same A&HDT application.

Applicants may submit revised applications at any of the upcoming deadlines; however, there is one additional requirement for a resubmission (in addition to the application). We ask that you also include a statement (2-page limit) with your resubmission that specifically addresses the comments of the reviewers and how the revised application reflects your consideration of those comments. The applicant should not only include a response statement; they should also edit the Description/Narrative accordingly. In addition, while the request for a resubmission is promising, it should be emphasized that it does not guarantee eventual approval.

To submit a resubmission in eFunding you will need to complete a new submission and upload the statement mentioned above. The statement needs to be coded in eFunding as Response to Reviewers (Resubmission only).