

# UNO English Dual Enrollment FACULTY & GRADUATE STUDENTS TRAVEL GRANT APPLICATION 2016-2017

The UNO English department is pleased to announce travel grants for the 2016-2017 academic year. Grants can be used to support travel to conferences, symposia, workshops, archives and other research locations that are academic-based and that connect specifically the UNO English Dual Enrollment mission.

## **Funding Amounts and Limitations**

Each faculty will be limited to a total of \$1000.00 in travel grant funding per academic year (AY), subject to availability of DE funds.

## **Travel Arrangements and Reimbursement**

All tickets must be purchased directly through Travel & Transport. To arrange tickets, please contact Jill Sutton, the Department Secretary, immediately after your grant has been approved.

Other costs (hotel, registration, meals, surface transport, mileage, etc) will be reimbursed upon presentation of original receipts. If you do not have original receipts, you will need to complete an affidavit. Note that the State of Nebraska now limits affidavits to one per year.

## **Application Process**

- complete the following grant application and email to David Peterson, the English Dual Enrollment Coordinator (davidpeterso1@unomaha.edu);
- poorly described, incomplete, or unclear applications will be rejected;
- budgets should be as complete and accurate as possible; if submitting prior to having complete information about a conference, faculty should review the previous year's conference information for estimates on expenses and topics;
- all information requested must be addressed completely, concisely, and accurately.

**If your application is granted**, you must submit a written report to the DE Coordinator (Charles Johanningsmeier) within 30 days after travel (see 4, section C, below).

# 1. Applicant Information

Name: \_\_\_\_\_

Faculty position: \_\_\_\_\_

HS Faculty—District: \_\_\_\_\_

HS Faculty—Department/School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of Department Chair/Supervisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Have you received a English DE Travel Grant in the past  
5 years? ☐ Yes ☐ No (This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

## 2. Travel Activity Information

### A. Check which applies and insert information

- ☐ Conference (insert name, dates, location, website link here)
- ☐ Workshop (insert name, dates, location, website link here)
- ☐ Symposium (insert name, dates, location, website link here)
- ☐ Archives Research (insert name, dates, location, website link here)
- ☐ Site Research (insert name, dates, location, website link here)
- ☐ Other (insert clear description of this activity)

### B. Briefly describe the purpose of Travel Activity:

### 3. Budget

Conference/Workshop Registration, Fees, etc.

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Estimated Travel costs (air or driving)<sup>1</sup>

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Lodging (\_\_\_\_ nights @ \$\_\_\_\_ per night)

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Meals<sup>2</sup>

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Other Costs directly related to the travel activity (specify)

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**Total**

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Less other funding (specify amounts)

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**Total Request (\$1,000 grant limit/year)**

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#### Budget Notes

1. For mileage reimbursement (Current rates \$0.56/mile direct route) you must provide a record; following State of Nebraska policy, mileage will be reimbursed based on the shortest route; all ticketed travel must be booked through Travel and Transport (contact Jill Sutton, Secretary, Department of English)
2. For meals, use US GSA domestic/foreign per diem rates (<http://www.gsa.gov>), only actual costs supported by original receipts, will be reimbursed.

## **4. Rationale for DE Funding Support**

**(Please limit rationale to 2 double spaced pages.)**

### **Section A**

Specifically describe how your travel activity will help further the DE program's mission (see the Program Guidelines, posted on the Department's Blackboard site or request a copy from the DE Coordinator).

**Section B**

The grant is contingent on your willingness to disseminate information related to your travel activities to the DE community. This may involve any number of useful forms, especially in terms of providing teachers with curricular plans based on your travel's purpose, a form of your conference presentation that is readily adaptable to DE classroom use, etc. Please describe how you will disseminate information about your travel activity in a form that is useable to the English DE community. Please include specific actions you will take after returning.

**Section C**

Upon return from your conference/workshop, please submit a one page, single spaced report on your travel experience to the Dual Enrollment Coordinator.