

# UNO English Dual Enrollment PART-TIME FACULTY & GRADUATE STUDENTS TRAVEL GRANT APPLICATION 2021-2022

The UNO Department of English's Dual Enrollment program is pleased to provide travel grants of up to \$250 for the 2021-2022 academic year in order to help part-time faculty and graduate students travel to conferences and symposia to deliver a paper, perform a reading, or participate in a formal discussion; these funds can not be used simply to attend a conference. All travel should have the potential to benefit Dual Enrollment teachers and their students.

## Funding Amounts and Limitations

Each part-time faculty member or graduate student will be limited to a total of \$250 in DE travel grant funding per academic year (AY) for one trip, subject to availability of DE funds.

## Application Process

- Complete the following grant application, including documentation of your conference paper's acceptance, invitation to speak, or invitation to participate in a conference-related official activity; then send those materials to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator ([jmeier@unomaha.edu](mailto:jmeier@unomaha.edu)). **In accordance with University and College travel guidelines, this must be done at least 30 days in advance of the first day of travel. It is very important that you make plans far in advance.**
- Proposed budgets should be as complete and accurate as possible. If submitting a request prior to having complete information about costs, the applicant should budget on the high side, since unused funds can be used later; **under no circumstances will any funds more than those originally requested be disbursed after the travel has occurred.**
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel could potentially benefit Dual Enrollment teachers and/or students.
- If your application is approved by the department's Dual Enrollment Coordinator (Chuck Johanningsmeier), he will notify the Department Chair (Tracy Bridgeford). She will then decide whether to approve your request to travel. All other university protocols regarding travel must be followed.
- If your application is approved by the Chair and any other appropriate NU official, you should then contact Jill Sutton, who will help enter your information into Concur and make travel arrangements. See the university's new travel guidelines about which arrangements must be made through the University-contracted travel management company.
- For details about what is and isn't covered under the new University of Nebraska Travel Guidelines (effective January 2021), consult those guidelines at: <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>

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

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

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

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

Have you received an English DE Travel Grant in the past 3 years?

☐ Yes    ☐ No    (This will not affect your application)

# 1. Travel Activity Information

Please give name, organization, dates, and location of the conference or speaking engagement, as well as the title of your projected presentation. Make sure to attach a copy of, or provide a link to, evidence of your paper's acceptance, your invitation to speak, or your invitation to participate in a conference activity in an official capacity.

Name of Conference or Institution: \_\_\_\_\_

Location of Conference or Institution: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Date(s) of Presentation: \_\_\_\_\_

Title (anticipated) of Presentation: \_\_\_\_\_

## 3. Budget

Conference/Workshop Registration, Fees, etc.

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Meals (see new NU policy above for per diem rates)

\_\_\_\_\_

Other Costs directly related to the travel activity (specify)

\_\_\_\_\_

**Total**

\_\_\_\_\_

Less other funding (specify sources and amounts)

\_\_\_\_\_

**Total Request (\$250 grant limit/year)**

\_\_\_\_\_

Budget Notes

1. For mileage reimbursement use the current rate of \$0.25 per mile; following State of Nebraska policy, mileage will be reimbursed based on the shortest route. If you choose to rent a car for surface travel, it must be booked through a University vendor, and you may request reimbursement for fuel costs (you must submit original receipts for these purchases).
2. Please be reasonable in all your requests.

## 4. Rationale for DE Funding Support

**(Please limit rationale to one double-spaced page.)**

The grant is contingent on your willingness to disseminate information related to your travel activities to the Dual Enrollment community of teachers and students. This may take any number of useful forms, possibly including curricular plans or innovations, a list of relevant materials/readings, a form of your conference presentation that is readily adaptable to DE classroom use, etc.

Please describe how you would like to disseminate information about your travel activity in a form that is useful to the English DE community. Please include specific actions you plan to take after returning.

If you are awarded a travel grant and accept it, you thereby agree to make yourself available as a guest speaker to an area Dual Enrollment class for at least one visit during the year following your grant, with no further reimbursement.

## 5. After Your Return

**It is your responsibility to submit appropriate receipts for reimbursement to Jill Sutton ([jmsutton@unomaha.edu](mailto:jmsutton@unomaha.edu)) within 30 days of the end of your travel.** Under no circumstances will reimbursement be made after 60 days.