UCAT TRAVEL GRANT APPLICATION
2016-2017

The University Committee for the Advancement of Teaching (UCAT) is pleased to announce travel grants for all faculty for the 2016-2017 academic year. Grants can be used to support travel to conferences, symposia, and workshops that are academic-based and that connect to designated UCAT themes (see below). Grant applications are accepted September 2016 through April 2017. **Travel Grant applications are due the 1st Friday of each month to your college representative.**

### 2016 – 2017 UCAT College Representatives

| College of Arts and Sciences | Brian McKeveitt | bmckevitt@unomaha.edu |
| College of Arts and Sciences | Claudia Rauter | crauter@unomaha.edu |
| College of Business Administration | Robert Ottemann | rottemann@unomaha.edu |
| College of Communication, Fine Arts and Media | Jack Zerbe | jzerbe@unomaha.edu |
| College of Education | Michael Messerole | mmesserole@unomaha.edu |
| College of Information Science and Technology | Leah Pietron - Chairperson | lpietron@unomaha.edu |
| College of Public Affairs and Community Service | Jooho Lee | jooholee@unomaha.edu |
| Criss Library | Jim Shaw | jshaw@unomaha.edu |

### Notes
- All applications MUST be reviewed by your UCAT college representative prior to submission. Please email your UCAT representative your grant application by the 1st Friday of the month so that he/she has adequate time to review feedback. **Final applications must be submitted directly to UCAT (Nancy Meyer – KH 514 or unofacdev@unomaha.edu) by the 3rd Friday of the month.**
- Sample applications and the rubric used by the UCAT committee to review applications is available on UCAT's Travel Grants webpage [http://www.unomaha.edu/faculty-support/teaching-excellence/ucat-foldervtravel.php](http://www.unomaha.edu/faculty-support/teaching-excellence/ucat-folder/travel.php). Please review before submitting your grant application to your UCAT representative.
- Applications submitted to the full UCAT committee will not be returned for revision and resubmission; poorly described, incomplete, or unclear applications will be rejected.
- Applications submitted to the UCAT Committee must be typed. Any hand-written applications will not be accepted.
- Applications for retroactive funding will be considered.
- Multiple applicants attending the same conference should coordinate with one another to ensure their joint attendance provides maximum benefits in terms of UCAT’s mission and themes and the UNO community; faculty should not, however, co-author grant applications.
- Budgets should be as complete and accurate as possible. If submitting prior to having complete information about a current year conference, faculty should review previous year's conference information for estimates on expenses and topics.
- All applications must address **at least one of UCAT's designated themes** (see Section A).
- Faculty may not receive more than one UCAT travel award for the academic year.

**If your application is granted by UCAT, you must**
- Provide a copy of your travel authorization to your department chair or school director.
Submit a written report to the UCAT Committee (Nancy Meyer – KH 514 or unofacdev@unomaha.edu) within 30 days after travel. All previous grant reports must be turned in prior to submission of a new travel grant request.

Applicant Information

Name ___________________________ Faculty position: ___________________________
Campus phone: ________________________ Office address: _________________________
E-mail: ____________________________
Department/School: ____________________ College: _____________________________

Signature of Department Chair/School Director: ________________________________
Date Submitted to UCAT Representative: ________________________________

Have you received a UCAT Conference 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 UCAT-funded conference attendance has affected your teaching and/or students’ learning experiences.

Conference Information

Presenting? ☐ Yes ☐ No
(This will not affect your application; however, do not include a discussion of your presentation in your rationale for attendance.)

Name of Conference: _____________________________________________________________
Dates: ______________________ Location: ___________________________________________

Has the Conference issued a program or preliminary program? ☐ Yes ☐ No. If No, please consider the previous conference program when completing the application.

Conference website link: _________________________________________________________

Purpose of Conference:
Budget

Conference Registration/Fees
Estimated Travel costs (air or driving)\(^1\)
Lodging (___nights @ $___ per night)
Meals\(^2\)
Other (specify)___________________

TOTAL

Less other funding (specify sources and amounts)

TOTAL UCAT REQUEST $________
(UCAT awards are up to $600)

Budget Notes
1. Mileage reimbursement (Current rates $0.54/mile direct route).
2. For meals, use US GSA domestic/foreign per diem rates (http://www.gsa.gov), only actual costs are reimbursed.

Rationale for UCAT Funding & Conference Travel
(Please limit rationale to 2 double spaced pages.)

Section A:
Specifically describe how the information gained from attending the conference (panels, keynotes, workshops, etc.) will improve your instructional practices and/or students’ learning experiences in any learning environment (e.g. online, blended, face-to-face). Include course numbers/names or program names, and approximate number of students affected whenever possible. Please specifically identify and discuss all themes you anticipate will be addressed through the conference.

2016-17 Themes:
- Curriculum Development and Assessment
- Diversity
- Instructional Technology
- Interdisciplinary Integration
- Promoting Critical Thinking Pedagogy
- Student Mentoring, Advising, and Research

Section B:
Describe how you will disseminate the information from the conference to the UNO community. Please include specific actions you will take after returning from the conference.