

**TROY UNIVERSITY**  
**Paper Presentation Grants**

Sponsored by the  
Faculty Development Committee

**Objective of the Grants**

The Paper Presentation Grants are designed to support faculty who are conducting research and are engaged in the writing of scholarly papers. Such work not only stimulates the faculty member involved, but also positively impacts the individuals exposed to the paper. Additionally, conference presentations provide positive visibility for Troy University.

**Role of Faculty Development Committee**

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Senior Vice Chancellor-Academic Affairs. The Chancellor authorizes funding. Grants are awarded on a competitive basis.

The FDC reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the Committee might request revisions and clarifications.

**Eligibility**

Regular teaching faculty members of Troy University, with tenure or in tenure-track positions, are eligible to receive a Paper Presentation Grant. Professional staff members are also eligible. Temporary, visiting, adjunct, or part-time faculty members are not eligible, nor are teaching assistants.

Applicants are allowed to receive any number of grants during the academic year with the maximum amount for any grant being \$750 and a total amount of \$1000 per year. Applicants must list a complete history of current and previous Faculty Development Grants in their proposals (See Guidelines).

**Deadlines**

Proposals must be submitted *prior* to the commencement of the activity for which it is requesting funds. For the fall, faculty must complete applications by the first Friday in September. Deadlines for the spring will be the first Friday in February.

**Notification of Approval**

Each applicant will receive a letter of approval. The Chair sends all letters of approval. Reviews generally require a minimum of seven to ten days. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the Chair.

## **Payment Information/Schedule**

**First**, the applicant must sign and return the letter of approval. The grantee should then submit a completed reimbursement form (including all applicable receipts or documentation).

Reimbursement forms may be found at  
<http://trojan.troy.edu/employees/finance/forms.html>

If the expense has already been incurred, then the signed letter of approval and the reimbursement form may be submitted at the same time. After processing the reimbursement form, the University will issue a check for the approved grant amount.

Original receipts must be sent with reimbursement forms. Requests for grant monies must be received no later than 30 days following expense to receive payment. In the event travel or expenses fall during the month of July or August the expense forms must be received no later than August 31.

Grantees should be aware that the Faculty Development Committee adheres to Troy University Travel Policies. These funds may be forfeited if the request for reimbursement does not follow Alabama law and Internal Revenue Service regulations. Please go to the following web address to read the policies regarding travel: <http://trojan.troy.edu/epolicy/manuals/706.htm#706>.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

## **Amount and Number of Grants**

Individual grants are limited to a maximum of \$750; grantees may apply for multiple grants in one academic year, not to exceed \$1000. Recipients may not receive two FDC grants for the same conference. The number of funded Paper Presentation Grants will depend on the size of the grant budget available each year and the number of competing proposals for other grants (Research, and Summer Research.) All proposals compete for funding from the same budget pool.

## **Criteria for Selection**

Several criteria will be used to judge the merits of each proposal, including the following:

- The paper must have already been accepted for presentation at a professional conference. The applicant must include proof that the paper has been accepted. Proof may include a letter from the organization, email, or copy of the conference proceedings. (See Guidelines).
- The paper will be presented at a national or regional (multi-state) conference; state and local conferences will receive lower priority scores.
- The abstract/paper has been peer-reviewed and will be published in a journal or book; unpublished oral presentations will receive lower priority scores.
- The applicant shows a productive record of publications as a result of previous Paper Presentation Grants.

### **Use of Grants**

Funds from these grants may be used to pay for the following expenses:

- Conference registration fees
- Travel
  - Airline travel must be through Christopherson Business Travel
  - Car rental must be through Enterprise Rent-A-Car
  - Reimbursement must follow Alabama State Law and polices
- Per diem (meals, lodging)

### **Limitations and Exclusions**

- The grantee may not use the funds for partial payment of salary.
- The grantee may use the funds only as reimbursement for approved expenses related directly to the conference.
- The grantee may not use the funds to pay for travel or any conference expenses of graduate students, undergraduate students, or staff.

### **Guidelines for Preparing Paper Presentation Proposals**

#### **Format**

- Grant proposals are signed electronically and uploaded in Canvas.

All attachments should follow the format below.

- Use 12-point type in standard fonts, such as New Times Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.
- Set margins at one inch (1") throughout (top, bottom, left, and right).

## **Proposal Guidelines**

**The proposal for a Paper Presentation Grant must include the following:**

**You will need to attach:**

- **Copy of abstract of paper**
- **Discussion of the Conference/Impact of Presentation**
- **Copy of proof of acceptance of paper**
- **Grant History (previous grant support in detail)**

**Included in Echosign:**

### **Cover Page**

**Prepare the Cover Page in accordance with the sample provided. The Cover Page requires the electronic signatures of the applicant(s), department chair, and dean.**

### **Budget Page**

**Fill out the Budget Page being sure to list all expenses associated with the presentation of the paper and provide a total cost for conference.**

- **Conference registration fees (The grant will NOT cover membership fees for the organization.)**
- **Travel**
- **Per diem (lodging, food)**

**Explanation of attachments:**

### **Copy of Abstract of Paper**

**Enclose, if possible, a copy of the cover page of the conference proceedings. Also submit a copy of the abstract of the paper that has been accepted for presentation at the conference. It is not necessary to submit a full copy of the paper itself.**

### **Discussion of the Conference/Impact of Presentation**

**Applicants must provide a brief discussion of the scope or status of the conference itself. Applications should mention, for example, any sponsoring group or organization; if the proposals are peer-reviewed; if the conference is local, national, or international; if proceedings are published in print or on-line; its approximate audience (either in numbers or by organization or field); and the rank or status of the conference within the relevant field or subfield.**

### **Copy of Proof of Acceptance of Paper**

The applicant should include proof that the paper has been accepted for the conference. This may be in the form of a letter, email, conference proceedings, or other acceptable method. If the paper has not been accepted at the time of application, the grantee should state this and indicate an approximate date for notification.

### **Grant History**

Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Paper Presentation, Research, etc.), grant title(s), year(s) of award(s), amount(s) of grant(s), and co-authors, if any. If no proposals have been previously funded, the applicant should state this fact. However, the applicant does not need to list rejected proposals.

### **Submission of Proposal**

There are two steps to the submission process:

**First**, file the proposal at the Faculty Development Webpage through Echosign (<https://trojan.troy.edu/employees/facultydevelopment/>). After you have completely filled it out and attached all required documents, click to sign and the document will go to your Chair and Dean for signature. Once all have signed your proposal, you will receive an email with the complete proposal attached. Download a copy to upload and forward a hard copy to the Chair of the Faculty Development Committee.

The Checklist is placed on top of the proposal. Incomplete and/or non-conforming proposals will be returned.

**Second**, the proposal must be uploaded to the Faculty Development Grant Submission course in Canvas. Do NOT submit two separate documents on-line. You will submit your proposal in the Assignments folder under the correct semester/year.

To do this:

1. Go to the Troy University home page ([www.troy.edu](http://www.troy.edu))
2. Click on Student/Faculty & Staff drop down menu and Select Canvas.
3. This will take you to the Log In page. For "User ID" enter your username and password.
4. Go to your courses and select Faculty Development Grant Submissions.
5. Go to the assignments for this course and click on the current year's folder to upload your proposal.

### **Post-conference Responsibilities**

Grantees are expected to submit copies of papers, abstracts, or any other form of publication after the conference that they have not submitted previously. These publications should follow the normal citation format of the grantee's discipline, including the name of publication (book, journal, proceeding, etc.), volume (if applicable), year of publication, and page(s), etc. In addition, grantees should make every effort to participate as requested in any planned faculty colloquia or brown bag luncheons.

### **Additional Questions**

Direct additional questions to the FDC Chair