



## SEC Faculty Travel Grant Program Frequently Asked Questions & Answers

(Revised: June 14, 2014)

The SEC Presidents and Chancellors approved the *SEC Faculty Travel Grant Program* recommended by the SEC Provosts in June 2012. The SEC Presidents and Chancellors approved it as a two-year trial for 2012-13 and 2013-14, and later extended the program through 2016-17. The program consists of up to \$10,000 in travel grants per SEC university per year. The most frequently asked administrative questions are answered in this document. For other matters not included here, contact Torie Johnson, Executive Director, SECU, at [tjohnson@sec.org](mailto:tjohnson@sec.org).

1. ***How should faculty be selected for the program?*** The SEC does not mandate how faculty should be selected. Each university must determine its own process and timelines, remembering all faculty participants must be identified by September 30 each year and all travel must be completed by July 31 each year.
2. ***How many faculty members may access the program?*** Each university must determine how its travel grant funds will be divided amongst interested faculty, and the number of grants awarded by each university may change. For example, in one academic year a university might give ten \$1,000 grants, and the next year it might award two \$2,500 grants and one \$5,000 grant.
3. ***Is it permissible for faculty to receive a grant in more than one year?*** Each university must determine how it will allocate its travel grant funds. Universities may choose to award a portion of their grant funds to a faculty member more than once.
4. ***Must faculty members be identified to the SEC by a specific date?*** All faculty members participating in the travel grant program must be identified to the SEC office by September 30 each year, and travel should not occur before this notice. (Earlier notice is permissible to facilitate earlier travel.) Furthermore, in order to process the funds, advance notice of at least 30 days is necessary for the SEC business office, and funds will not be processed until all faculty members are identified, with specific travel dates, to the SEC office.
5. ***When will universities receive travel grants from the SEC?*** The SEC will not provide a faculty travel grant until all faculty participants are identified by the home institution (including travel dates), as described in the program information PDF, and all faculty participants must be identified by September 30 each year. The SEC should receive this information from the home university contact or other designee. Information from the host unit or faculty participant will not be considered.
6. ***When are faculty expected to use travel grants?*** All travel must be completed by July 31 each year, and it is recommended that travel begin no earlier than September 1 each year (i.e., August travel restriction).

7. ***When do the travel grant funds have to be expended?*** Universities are not permitted to carry over unused grant funds from year to year. So, any unused funds must be received in the SEC office by August 31 each year.
8. ***What correspondence should be given to the SEC?*** The SEC should receive a copy of the invitation letter sent to the visiting faculty member from the accepting host unit. (It is NOT necessary to send the SEC office letters regarding faculty who have not been accepted by a host unit.) This letter should come to the SEC from the university contact or designee. Information from the host unit or faculty member will not be considered.

In addition, the SEC should also receive identification information described on page 2 of the faculty travel grant program PDF. This includes, but is not limited to name, title, discipline, bio, etc.

9. ***Is it permissible to use travel grants to fund support staff working with the faculty recipient?*** SEC travel grants are intended only for faculty members and may not be used for other individuals working with the faculty member.
10. ***Is it permissible to use travel grants for non travel-related expenses like books or supplies?*** Travel grants may not be used for non travel-related expenses. The program is intended to lessen the financial burden associated with travel, lodging and meals.
11. ***Is it permissible for a travel grant to be used for collaboration at someplace other than an SEC university campus?*** The intent of the program is to engage faculty from SEC universities on other SEC university campuses. Visiting off-campus locales like research sites, centers, extension offices, etc. is permissible, provided the sites are affiliated with the host unit or university and relate directly to the collaborative endeavor.
12. ***Is it permissible for a faculty member to visit more than one SEC university?*** Travel grants may be used to visit more than one SEC university, provided each SEC university accepts the participating faculty member and all travel concludes by July 31.
13. ***Is it permissible for a university to use travel grants to host rather than send faculty?*** Each SEC university receives funding for its own faculty and the funds are not intended for individuals the university might host, including circumstances in which faculty members seek to collaborate on their campuses on the same project. For example, if John Doe from University A visits Jane Smith at University B, John Doe is considered a traveler of University A and uses a portion of University A's travel grant funds. If Jane Smith then travels to University A to work with John Doe, she is considered a traveler of University B, thus using a portion of University B's grant funds.
14. ***Does the SEC require a report of travel program activity on each campus?*** By September 30 each year, each university's faculty travel grant contact (or designee) must supply a one-page summary to the SEC office describing how the previous year's travel grant was used, including a description of the collaborations. The faculty travel grant program summary report PDF should be used for this purpose and is available from the SEC office.