Professional Development Travel Funds for Early Career Faculty

Purpose
This fund is available for early career faculty to travel to a conference or workshop that will benefit your professional development or to meet with fund managers.

Eligibility
All full-time, pre-tenure tenure track and pre-promotion non-tenure track faculty are eligible to apply.

Funding:
Up to $1,000 per academic year can be requested to support registration fees, airfare, hotel, and per diem to travel to a conference, workshop or to visit with fund managers. If the total cost exceeds $1,000, you may seek matching funds from your department or college. Applications will be accepted on a rolling basis as long as there are available funds, however, requests for funding must be received at the CAFE office at least one month before travel begins.

Application Process
Prepare a one-page, single-spaced proposal which clearly identifies the conference or workshop name, location, and dates, or the location of the fund manager(s), and a line-item budget. Provide a description of how the activities will benefit your professional development. Preference will be given to conferences, workshops, and activities that offer multiple opportunities for development. Submit your proposal to cafe@mst.edu or mail to 207 Norwood Hall.

Evaluation
Awards will be determined based on:
• Potential benefits to the faculty member from the conference, workshop, or visit to fund managers. Presenting your research or assisting with conference coordination are examples that will help your proposal.
• Your participation in Early Career Faculty forums (every other Wednesday at 4:00pm)
• Explanation of how your participation in the conference, workshop, or visit with fund managers fits into your overall plan for achieving your goals.

Expectations:
If your request is funded, a one-page report describing the conference activities and outcomes is required upon return from your trip. Every year we invite some awardees back to the Early Career Faculty Forum to discuss your experiences with the next class of new faculty. Questions can be directed to the CAFE office by emailing cafe@mst.edu, calling (573) 341-6713, or visiting 207 Norwood Hall.