

Teaching and Learning Travel Grant Application AY 2011-2012

Description: intended to cover some or all of the expenses of attending or presenting at teaching-related conferences and workshops. This grant is designed for travel to national and regional conferences such as those hosted by the Association of American Colleges and Universities (AAC&U) or disciplinary teaching conferences such as National Council of Teachers of English (NCTE). These grants may also be used for travel to disciplinary conferences with a primary focus on scholarship, within which there are individual sessions devoted to teaching practice. In order to foster disciplinary, departmental and cross-disciplinary innovation and growth, teams of faculty are allowed to apply.

The Office of Teaching and Learning Advisory Board Grant Committee awards grants based on the relevance of conference to applicant's teaching/scholarship of teaching and the anticipated impact of conference on applicant's teaching/scholarship of teaching.

OTL covers the expense of travel for active contributors and attendees:

- Active contributor: up to \$1240
- Attendee: up to \$680

Application:

1. Your title, first and last name, position and department.
2. Name and location of conference/meeting attending.
3. Inclusive dates of travel.
4. Completed budget (include **all** expenses for professional travel, including those not covered by the university).
5. Documentation for the attendance at or participation in the conference, workshop, etc., for this funding request
6. a completed – all signatures in place – [*Request for Travel Approval*](#) form
7. A description (no more than one page) of how travel to and/or presentation at this conference has a direct impact on a specific course(s) you are teaching now or intend to teach in the near future. Specifically, explain how attendance at/participation in this conference will support meaningful change or renewal in your teaching or support your scholarship in the area of teaching and learning.
8. If you are presenting a paper, please include an abstract. For both presenters and attendees, please include the title of the panel(s) on which you will be presenting or that you will be attending.

Proposals will be evaluated by the Teaching and Learning Advisory Board and the Director of the Office of Teaching and Learning.

Application deadline: Accepted throughout the year, beginning July 1, 2011 for travel between July 1, 2011 and June 30, 2012.

Submit applications electronically to Ann Brunjes: abrunjes@bridgew.edu