**College of Health Sciences Research Day - 2023**

**Request for Proposals** **(RFP): Faculty Travel Grant**

*The College of Health Sciences (CHS) provides funding opportunities for faculty research-related travel. All faculty (tenured, tenure-track, and non-tenure-track) within the CHS are encouraged to apply.*

**Awards will be announced at the College of Health Sciences Research Day: April 27th, 2023**

**Submission Deadline: Friday,** **March 3, 2023, by 5:00 pm MST**

**Submission Guidelines:**

Travel awards can be used for faculty members to present research at a regional/national/international conference or symposium. Funds are available for use during the 12 months following the funding of your travel. There is a **3-year eligibility cycle** for this award (faculty members receiving this grant in 2020, 2021, or 2022 cannot apply in 2023).

**Maximum Award (\*amount of award is subject to change):** $750

**Requirements:** Proposals must be **750** words or less (excluding Cover Sheet and Appendices) and **must include** the following:

1. COVER SHEET (final page of this document)
2. PURPOSE (outline the purpose and type of presentation; conference name and location, etc.)
3. SIGNIFICANCE (describe how travel will enhance research-related professional development and research productivity)
4. APPENDICES **must include**
5. The conference abstract.
6. The official acceptance for the conference presentation. If the official acceptance for the conference presentation is not received by **March 3, 2023**, an estimated date for announcement needs to be provided. The official acceptance should be provided as soon as it is available.

**IMPORTANT:** Proposals will be reviewed by CHS research committee members, including faculty and students from all disciplines (but not including your own division) in the CHS. Therefore, the proposal should be written in a manner that is understood by all in general (i.e., avoid ambiguity, avoid discipline-specific jargon, clearly define discipline-specific topics or procedures, etc.).

**Submission Evaluation:**

Each proposal will be carefully reviewed by all CHS research committee members and scored as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4 = Excellent** | **3 = Good** | **2 = Average** | **1 = Acceptable** | **0 = Unacceptable** |
| Application includes very clear purposes for attending the meeting. This travel will significantly enhance the applicant’s professional development and research productivity. | Application includes purposes for attending the meeting. This travel will benefit the applicant’s professional development and research productivity. | Application includes the purposes for attending the meeting, but the significance of the meeting is not clear. | Application briefly mentioned the purposes for attending the meeting but not the significance of the meeting. | Application does not include purposes and significance related to this meeting. |

The mean score will be calculated for ranking. In case of a tie, additional voting will be performed to determine the rank. While the quality of the proposal is most valued, the final ranking will also be **needs-based,** and the following rules will be applied:

1. A proposal submitted by a non-tenured faculty member will receive a bonus of 10% of its mean score when it is ranked with proposals submitted by tenured faculty.
2. If an applicant who is already ranked high (top 2) in the faculty research grant application also competes for the faculty travel awards, the mean score of the travel award application will be discounted by 10% before being ranked.
3. If the proposal remains to be top-ranked after the application of the above two rules, the proposal should be recommended for an award regardless.

**Submission Instructions:**

Applicants must submit the grant proposal as one single PDF file to Boyi Dai at [bdai@uwyo.edu](mailto:bdai@uwyo.edu). The submission file should be named “XXX\_FacultyTravel\_2023” (your last name will replace XXX).

For questions, please contact:

Boyi Dai, Ph.D.

Professor

CHS Research Committee Chair

Division of Kinesiology and Health

Email: [bdai@uwyo.edu](mailto:bdai@uwyo.edu)

Office Phone: 307-766-5423

**College of Health Sciences Faculty Travel Grants - 2023**

**Required Cover Sheet**

**Name:**

**CHS unit:**

**Academic rank:**

**Phone:**

**Email:**

**Project title:**

**Budget request and brief budget justification:**

**Signature:**

**Date:**