

## McGillicuddy Humanities Center Faculty Travel Program – 2023-24 Academic Year

As a trial offering, the MHC will be offering \$800 towards individual faculty travel proposals outside of its Oct/March deadlines (which are usually for larger research support proposals). As a trial program, the MHC hopes to fund twelve of these requests from faculty in the arts and humanities. Please note: if a faculty member is planning on submitting to the Oct/March submission windows, that faculty member should not also submit to this program.

### Eligibility

1. Travel is either (a) to present a scholarly refereed/juried or invited paper/performance/exhibit, or (b) to serve as organizer or officer of a national or international scholarly conference. In either case, the activity must be one that will strengthen the annual review, tenure, promotion, renewal, or PTR case.
2. Eligibility is limited to:
  - Tenured and tenure-track faculty members and ongoing lecturers in CLAS in arts and humanities disciplines, broadly defined, and
  - Full-time fixed-length CLAS faculty members in arts and humanities disciplines, broadly defined, who are not in their final year of employment at UMaine, and
  - PATFA members in arts and humanities disciplines, broadly defined, who expect to be returning to teach at UMaine in the subsequent academic year.

### 1. Process and Deadlines

1. Requests must be submitted using the MHC Faculty Grant Application Form and MHC Individual Grant Budget Form, available at <https://umaine.edu/mhc/research/faculty/>
2. Requests, including complete budget information, are to be emailed to [bwiemann@maine.edu](mailto:bwiemann@maine.edu) for approval. They should be submitted at least six weeks prior to travel. NOTE: as this is a limited support offering, requests will be approved pending the availability of funding, so early proposals have an advantage.
3. For any professional travel, an electronic travel request must be submitted via Concur prior to travel and prior to any expenditures being made.
4. Travel for any particular fiscal year (July 1 to June 30) must be completed by June 30. The MHC will have no obligation to reimburse departments for expenses submitted after July 10.
5. Expenses are processed through the department or program. The department or program forwards the expense detail to [jacob.coultis@maine.edu](mailto:jacob.coultis@maine.edu) for reimbursement of approved awards.
6. All receipts must be submitted in accordance with the most current UMS Travel APL. Meals will be covered in accordance with University policy. For details, see <https://www.maine.edu/apls/apl-iv-b/>