

**TITLE III STRENGTHENING INSTITUTIONS GRANT**  
**U.S. Department of Education**  
**State University of New York at Potsdam**  
**2011-2012**

**PROFESSIONAL DEVELOPMENT TRAVEL PROGRAM**

**GOAL**

The goal of the faculty professional development travel program is to provide enrichment opportunities for faculty to attend regional/national association conferences or workshops in order to cultivate and enhance instructional skills or teaching techniques related to undergraduate research.

**ELIGIBILITY**

Title III professional development one-time awards are available to eligible tenure-track and tenured faculty who plan to attend an association conference or workshop to:

1. Observe specific program session(s) that focus on instructional pedagogy related to undergraduate research
2. Enroll in short course that explores undergraduate research principles and practices
3. Enroll in pre-conference workshop that focuses on curriculum development in undergraduate research
4. Attend series of paper sessions or panels that address issues related to best practices in undergraduate research

The professional development travel fund program places a priority on applications by faculty interested in subsequently designing new courses or revising existing courses that will include a significant undergraduate research component.

**AWARDS (MAXIMUM)**

- \$1000 national and international travel
- \$700 regional travel

**Note:** *Regional Travel: Less than 500 miles roundtrip from Potsdam, NY*

**Note:** *The total amount of Title III travel support (combined with other funding sources) may not exceed the estimated cost of travel.*

**APPLICATIONS**

Complete applications will be accepted at any time prior to these deadlines:

- **2011: October 3 and November 18**
- **2012: February 24 and April 2**

Application forms are available from Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall or at [ellingsmj@potdams.edu](mailto:ellingsmj@potdams.edu). You may also call ext. 2942 for additional information. Late applications will not be considered.

**SUBMISSION**

Completed applications should be submitted on or before the due date to Gerald L. Ratliff, Title III Project Director, in 712 Raymond Hall. If you have questions during the application process, please do not hesitate to contact the Project Director at [ratlifgl@potdams.edu](mailto:ratlifgl@potdams.edu) or call ext. 2107.

**APPLICATION INSTRUCTIONS:**

1. **Faculty Information:** Indicate name, department, campus address, e-mail contact and date of application.
2. **Purpose of Travel:** Complete the following lines of the application:  
*Conference Title:* Name of the conference or professional association and official dates of the meeting.  
*Conference Location:* Indicate the conference site location.
3. **Participation:** Indicate the type of participation related to undergraduate research.
4. **Estimated Travel Expenses:**  
*Room and Board:* List name of the hotel, rate per day/night and total number of nights. Use the federal per diem rates at <http://www.gsa.gov> to determine allowable rates.  
*Meals & Incidental Expenses:* Use federal per diem rates at <http://www.gsa.gov> to estimate daily expenses.

Transportation: Estimate round trip mileage. The current federal mileage reimbursement rate is available from the Title III Administrative Assistant. (SUNY Potsdam state vehicle reservations are available through the Physical Plant at ext. 2135).

Common Carrier: Include departure and arrival airports. All flights will be considered roundtrip unless otherwise approved in advance by the Title III Project Director and **must include travel insurance**.

Other: Describe any additional transportation costs not indicated above (example: tolls, parking & baggage).

Additional Expenses: Include registration fee, short course, or workshop fees and any other anticipated costs associated with the professional development application.

**NOTE**: Please schedule a meeting with Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall to review guidelines related to estimated expenses **BEFORE** submitting your professional development travel application.

5. **Professional Development Proposal (50 points)**: Narrative of the specific objective of professional development conference travel funding and responses to key elements indicated. (Do not exceed 500 words.)
6. **Professional Development Plan (50 points)**: Narrative of preliminary plan to implement professional development conference experiences in instructional practices or strategies related to undergraduate research and responses to key elements indicated. (Do not exceed 500 words.)
7. **Additional Funding Sources**  
Indicate any additional funding sources and the dollar amounts that have contributed to support this travel request. Please inform the Title III Administrative Assistant if you have requested or received additional funding from other sources **AFTER** submitting your travel application.

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## PROFESSIONAL DEVELOPMENT TRAVEL APPLICATION

### *Faculty Information*

Name:	Title/Rank:
Department:	Date of Application:
Campus Phone:(315)267-	E-mail Address: @potsdam.edu
Campus Address:	

### *Purpose of Travel*

Conference Title:	
Conference Official Dates:	Conference Location:
Date of Travel to Conference:	Date of Return:

### *Participation*

<b>Please check only 1 Box:</b>	
<input type="checkbox"/>	Attend individual program session that focuses on instructional pedagogy related to undergraduate research.
<input type="checkbox"/>	Enroll in conference short course that explores undergraduate research principles and practices.
<input type="checkbox"/>	Enroll in pre-conference or conference workshop that focuses on curriculum development or curricular design in undergraduate research.
<input type="checkbox"/>	Attend series of paper sessions or panels that address issues related to best practices in undergraduate research.

### *Estimated Travel Expenses*

<i>Room and Board:</i>	<i>Rate per Day</i>	<i>Number of Days</i>	<i>Total</i>
Lodging(Name):			\$
Meals and Incidental Expenses			\$
<i>Transportation:</i>	<i>Mileage Rate</i>	<i>Distance</i>	
Personal vehicle from            to			\$
SUNY Potsdam vehicle from Potsdam to			\$
Common Carrier from            to			\$
<i>Additional Expenses: (Specify)</i>			
Registration Fee			\$
Pre-conference/Short Course/Workshop Fee			
<i>Other Expenses:</i>			
1.			\$
2.			\$
<b>Total Estimated Expenses</b>			<b>\$</b>

**Professional Development Proposal (50 points):** Describe the specific goal of professional development conference travel funding in terms of desired instructional objectives and include responses to the following key elements: 1) indicate specific short course(s), sessions, or workshops 2) undergraduate research principles or practices of interest 3) background knowledge required 4) familiarity with topics indentified in proposal and 5) instructional techniques or particular focus to enhance professional development in undergraduate research. (Do not exceed 500 words.) Attach additional sheet if needed.

**Professional Development Plan (50 points):** Describe how anticipated conference session experiences will assist in implementing instructional practices or principles related to undergraduate research into the curriculum and include responses to the following key elements: 1) current classroom approaches to promoting undergraduate research 2) specific courses that may benefit from the conference experience 3) instructional strategies most relevant to address your instructional goals 4) types of undergraduate research that may be enhanced if proposal is funded 5) preliminary plans for applying for a Title III individual faculty curriculum development grant to design a new courses or revise a current course if professional development application is funded. (Do not exceed 500 words.) Attach additional sheet if needed.

**Additional Sources of Funding**

Please indicate any additional funding sources and the dollar amounts that have been contributed to support this travel request. (Check all appropriate boxes.)

Sources of Additional Funding	Status of Request	Date of Request	Amount Requested
<input type="checkbox"/> SUNY Potsdam Foundation	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Dean (attach SUNY Potsdam Travel Requisition)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Provost (attach SUNY Potsdam Travel Requisition)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Academic Department	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> State Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Federal Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Kilmer Undergraduate Research Grant	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> LTEC Travel Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> UUP	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Research Foundation Conference Travel Program (suspended for 2009 & 2010)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		
<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<b>Total Additional Funding</b>			<b>\$</b>

**A complete Faculty Professional Development Travel Application will include:**

- Faculty Professional Development Travel Application Form
- A copy of SUNY Potsdam Travel Requisition submitted with complete signatures
- Proof of Participation (copy of conference program that identifies proposed professional development activities described in application)
- Additional Funding Source(s) Confirmations

Signature of Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
Date Application Received by Title III Grant Office: _____
Received by: _____
Total Estimated Expenses: \$ _____
Total Additional Funding: \$ _____
<b>Total Amount Approved by Title III Grant: \$ _____</b>
<input type="checkbox"/> NOT Approved for Funding <input type="checkbox"/> <b>APPROVED</b> for Funding
<b>Gerald L. Ratliff</b> , Title III Project Director _____