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December 10, 2008

To: College Deans

From: David P. Earwicker, Assistant VP, Research Administration

Re: Distribution of 2008/09 Faculty Travel Support Funds

Formerly this office distributed a pool of funds (\$60,000 for 2007/08) in support of faculty travel for scholarly presentations. These funds were drawn from recovered indirect (recovered facilities and administrative costs, or F&A) and faculty applied to our office to receive the funds. They often applied to the departments, colleges and other sources as well, with multiple paperwork pathways. To increase the efficiency of the process, with the Provost's support I have elected to increase the pool of funds slightly to \$75,000 and to allocate them directly to the Colleges. This will allow you to support faculty travel within your College more directly and strategically. For 2008/09, the allocations are as follows:

Arts and Letters	\$	8,659.57
Health and Human Services	\$	14,004.85
Natural Sciences and Mathematics	\$	19,074.91
Education	\$	6,639.89
Engineering	\$	5,651.45
Business	\$	8,517.56
Social Sciences and Interdisciplinary Studies	\$	12,451.77
Total 08/09 Faculty Travel Fund Allocation	\$	75,000.00

These allocations are based on a formula which takes into account equally the overall funding rate of faculty by college in the RCA application process and also a calculation of F&A recovery rates and direct sponsored research expenses by college. I can share this with you if you wish.

Each fall I will request a brief listing from your offices of who received support and for what purpose, but there will be no additional reporting beyond that. For 2009/10, I hope to have the funds allocated earlier in the fall dependent, of course, on budget delays. **Please keep in mind that these are fiscal year funds to be used prior to 6/30/09. They will be transferred to your College accounts before the end of the month.**

I do hope that these funds prove useful to you and your faculty in support of their scholarly presentations and research. I look forward to your comments and suggestions regarding this revised process.

cc: J. Sheley
D. Gillott Monsoor
College Resource Analysts