

ADVANCE

== AT WSU ==

TRAVEL ASSISTANCE AWARD PROGRAM FUNDING GUIDELINES

Overview: The ADVANCE at WSU Travel Assistance Award program is an initiative designed to support conference travel for eligible faculty. Specifically, this program supports travel for the dependents of faculty. The aim of the program is to recognize faculty impactful in their field and to promote scholarship and career development by providing a travel grant to support attendance at national conferences or international scientific meetings to present significant/novel findings. The ADVANCE at WSU Travel Assistance Award Program provides funding for proposals that involve invited and/or accepted presentations at national and international conferences offering unique scholarship, career, and/or leadership advancement opportunities for eligible WSU faculty.

Amount of Funding: Typically up to \$1,000-\$2,000

Eligibility: All WSU women faculty members are eligible, with priority given to women from STEM departments and/or academic units wherein women faculty are otherwise under-represented. Additionally, all faculty members from historically underrepresented groups—regardless of gender identity—are eligible. ADVANCE at WSU relies upon the [NSF definition](#) of underrepresented groups.

Proposal Format: Funding requests must demonstrate considerable potential for providing career advancement opportunities and/or assist in reducing barriers.

To be considered, applicants must submit a completed application which includes:

- [ADVANCE at WSU Proposal Submission Form](#)
- Proposal: A detailed description and justification of the project. The description should not exceed two pages (single-spaced, 12-point font) and should include:
 - 1) description of the conference, including dates, times, and locations;
 - 2) rationale for why this presentation opportunity will advance the scholarship/professional development of the grantee.
- A copy of the applicant's C.V.
- Letter of Support: The request must be accompanied by a letter of support from a nominator to include a senior faculty member or department Chair or Director.
- Detailed budget.

Expectations: Recipients will be asked to provide a report to the Director of ADVANCE at WSU outlining their experience with the ADVANCE at WSU Travel Assistance Award Program within one year of completing grant activities. All recipients will be periodically asked to participate in program evaluation efforts, responding to brief utilization/satisfaction surveys and providing career advancement information.

Review Process and Funding Criteria: A Selection Committee will review applications and make recommendations for funding to the Director of ADVANCE at WSU. Proposals will be evaluated on the past achievements of the WSU faculty member and the potential for the proposed initiative to further the professional development of the candidate. Support of applications is subject to the availability of funds.

Deadline: Applications are reviewed on a rolling basis.

Questions and Proposal Submission:

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Apply here: <https://advance.wsu.edu/internal-grant-application/>