

ADVANCE

AT WSU

TRAVEL ASSISTANCE PROGRAM SOLICITATION

Overview: The ADVANCE at WSU Travel Assistance Program supports faculty participation in professional conferences and significant career advancement opportunities by helping to overcome logistical barriers to travel. Barriers may include caregiving responsibilities, accessibility needs, or other personal circumstances that can limit access to academic opportunities. Through targeted financial assistance, the program ensures that eligible faculty can fully engage in scholarly and career development activities at national and international conferences.

Previous awards have included:

- Travel expenses for a caregiver accompanying the dependent(s)
- Travel expenses for a caregiver to stay at home with dependent(s) during the trip
- Accommodations that support access to conference participation (e.g., accessible transportation).

Eligibility:

All WSU faculty members with demonstrated need are eligible, with priority given to faculty at critical junctures in career advancement. Note: the award does not cover conference registration or travel expenses for the faculty member.

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

Review Process & Submission Guidelines

Applications are reviewed by a Selection Committee, which recommends awards to the Director of ADVANCE at WSU. Proposals are evaluated based on the:

- demonstrated need for financial assistance to overcome travel barrier,
- faculty member's past achievements, and
- potential impact of the opportunity on career advancement

Submission Checklist:

- Proposal narrative (max 2 pages, single-spaced, 12-point Times New Roman): Include a detailed description of how the opportunity supports career development and why dependent travel or other travel assistance is essential for participation.
- Type of presentation (i.e., invited, keynote, peer-reviewed, contributed).
- Conference details: title, dates, and location

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- Letter of support from department Chair or School Director.
- Budget and budget justification
- Curriculum vitae

Expectations

Recipients must submit a brief report to the Director of ADVANCE at WSU within one month of completed travel. They will also be asked to participate in evaluations, complete satisfaction surveys, and share career advancement updates.

Deadline

Applications are accepted on a rolling basis and are subject to funding availability.

Questions & Proposal Submission

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