



OFFICE OF FACULTY  
DEVELOPMENT

## Conference Participation Funding Tiers & Application Instructions

*The Conference Participation Fund supports Term Tenure, Lecturers and Clinical Track faculty who are directly contributing to significant scholarly activities.*

As previously indicated, the university is reducing allocations for travel in 2020-21 in order to address health and safety concerns associated with the spread of COVID-19 and also to address budget challenges in the coming year. All institutional travel, including any travel funded by the Conference Participation Fund, must meet the six criteria outlined in the July 16, 2020 communication from the Office of the Provost. Given the institutional restrictions around travel, it is anticipated that most, if not all, proposals will be for virtual conferences that do not involve travel. Any proposals that do involve travel must meet the standards for institutional travel and will be forwarded from Faculty Development to the Office of the Provost for approval, prior to awarding funding. All proposals for conference funding should be submitted to the Office of Faculty Development (facdev@messiah.edu) by September 15th.

- I. **Major National Conferences.** Priority in distributing funds is directed toward supporting the dissemination of significant work at a major national (or international) professional conference related to one's teaching area by:
  - A. Delivering a paper for which proposals are submitted on a competitive basis.
  - B. Participating as a major office holder.
  - C. Participating in a working group that will produce a publication.
  - D. Delivering an invited address.
  
- II. **Other Requests.** Since funding is limited, contributions at major national conferences are given priority. However, *if funds are available*, consideration may be given to requests related to:
  - A. Serving as a respondent, panelist, or poster presenter at a national professional conference.
  - B. Chairing a session or presenting awards at a national professional conference.
  - C. Delivering a paper at a regional professional conference or a professional conference not directly related to one's major teaching area.
  - D. Participating as a major office holder in a regional professional organization or as a minor office holder in a national professional organization.
  - E. Delivering a paper or an address at a national non-professional conference.

To insure funding consideration, a request for *one conference held during the current fiscal year*, (i.e. between July 1 and June 30) **must be submitted by September 15**. If you have submitted a conference proposal or if you plan to submit one at any time this academic year, you should submit a request form now. (Release of funds is contingent upon acceptance of that proposal.) Funding requests received after September 15 will be reviewed as received, but the budget may already be depleted.

**Please send your completed request by campus mail to the Office of Faculty Development (Suite 3008) or submit electronically to [facdev@messiah.edu](mailto:facdev@messiah.edu).**

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