

FACULTY TRAVEL AND RESEARCH FUND

DEADLINE: Rolling deadline.

ELIGIBILITY

- Tenured and tenure-track faculty, Adjuncts and Lecturers who have completed two 1-year contracts
- Actively teaching at least 1 course in the semester the application is submitted (Fall or Spring). If the primary department is Low Res, Summer is included as well. Submissions will be reviewed after the term has started.
- Presenting at a conference, exhibition of work, conducting research, advanced training
- Does not interfere with any teaching obligations, or the faculty member has arranged for coverage within the substitution limit
- Have a current CV on file
- Have completed all SAIC required trainings
- Have fulfilled credential documentation requirements
- Have provided syllabi for each class to the Dean's Office by the first day of each semester and to enrolled students no later than the first class meeting of each academic term

AWARD

Faculty who meet the eligibility requirements may apply for funding to support their professional practice and scholarship during fiscal year 2026 (i.e. initiatives must occur by June 30, 2026). Faculty who currently receive travel and research funding from the Dean's Office are not eligible to apply. Proposals for extension/renewal of travel and research funding for a period of one to three academic years (up to \$5,000 per academic year) will also be considered. Priority consideration will be given to tenure-track and tenured faculty.

Funds may be used to purchase goods or to pay for services relevant to your practice and scholarship. Funds for travel to conferences/events must be in accordance with the School's [travel policy](#). Funds **may not** be used to pay for tuition at another institution or to pay for or maintain studio/office space.

No unused amounts in the travel and research fund shall be rolled over into the next fiscal year. Amounts shall be distributed on a first come first served basis. Below are the funding limits for specific purposes. Other unspecified initiatives will also be considered.

- \$2,500 Presentations at major conferences
- \$1,500 Presentations at small colloquia, workshops, round-tables, etc.
- \$1,250 Book subvention

Travel and Research Funds are processed as reimbursements via Concur. Instructions to submit in Concur will be included in the award email, along with guidelines.

APPLICATION INSTRUCTIONS

Applications are accepted after the term has started on a rolling basis until the budget is exhausted for each semester.

To apply, complete the [Faculty Travel & Research Fund Application Form](#).

You must be logged into your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Help Desk by calling 312.345.3535 or crithelpdesk@saic.edu. The form can also be accessed by pasting the link below into your browser:

<https://airtable.com/appHlr9GyvWaywzkr/pagvEFW0gJPBZvEET/form>

Please convert all word documents into PDFs before uploading. Required files to upload include:

- 1) Proposal: One-page description that highlights the nature of the request. Include evidence of requests and links to websites (i.e. presenting at a conference, exhibition of work, conducting research, advanced training).
- 2) Budget: A detailed, itemized, one-page budget for the requested funds.

REVIEW PROCESS

Submissions to be reviewed and decided upon by the Dean of Faculty, Dean of Undergraduate Studies, and Dean of Graduate Studies.

First come, first served until budget is exhausted.

CONTACT

Questions may be directed to Faculty Affairs at facultyaffairs@saic.edu.