



## Faculty Scholarship and Travel Award

The Faculty Scholarship and Travel Award (FSTA) call for proposals is sent to all faculty annually.

Regular rank faculty<sup>1</sup> whose primary appointment is at Duke Kunshan University can apply for funding to support a scholarship project or travel to a meeting or conference. Faculty members are limited to one application per year, unless they present an exceptional circumstance.

**Applications are due at the beginning of March for funding in the following fiscal year.**

Faculty are encouraged to use their discretionary funds and/or to seek external funding first to support their scholarship and travel. However, faculty members whose scholarship and/or travel is not fully covered by these options may apply for a DKU Faculty Scholarship and Travel Award (FSTA).

*Examples of meetings that are not typically supported by grants include, but are not limited to: organizational meetings whose purpose is to organize an academic meeting or conference, grant-writing workshops, workshops in new areas of research, teaching workshops.*

Applications will be reviewed by a committee and selected for funding based on the following criteria,

### **Criteria for Selection of FSTA Funding for Scholarship Support:**

Funding for scholarship support will be reserved for persons who wish to use the funds to develop new projects/lines of research, or to complete a current project, which in either case will lead to publications or other visible products (e.g. artistic installations, performances or productions), further sustained and productive scholarship, or the writing of a grant proposal. Projects that create opportunities for student involvement are encouraged.

*Awards to support scholarship may be used for such items as,*

- *Travel to field sites, libraries, archives or other institutions to complete a project or gather preliminary data for a new project or grant proposal*
- *Stipends or research support for undergraduate researchers and/or interns to complete a project or gather preliminary data for a new project or grant proposal*
- *Travel to or hosting meetings with, external collaborators, with a view to obtaining a grant*
- *Purchase of equipment, software or books needed to complete a specific project or gather preliminary data for a new project or grant proposal. (Equipment purchases must be specifically required for the proposed project and justified. FSTA awards may not be applied to*

---

<sup>1</sup> Regular rank faculty include all full-time faculty in the ranks of Assistant Professor/Associate Professor/Professor (tenure-track and non-tenure track, and those designated as research faculty), Instructor, Lecturer, Senior Lecturer

*equipment service contracts, and will not be awarded unless provision for a service contract is made by the applicant)*

- *Production of a performance, exhibition, artistic installation or other artistic work*

Reviews of applications will take into account the following considerations,

- The scope of the proposed use of funds: how well does the proposed use of funds support the project to which they will be applied, and how well does the project support the applicant's current and future scholarship interests?
- Potential for the proposed project to enhance the applicant's professional development and/or DKU's mission
- Potential for the proposed project to be sustainable and yield long-term benefits for the applicant (such as publications, grants or other visible products) and/or DKU
- In cases where the requested funding is intended to support an undergraduate researcher or intern; the potential for the requested funding to effectively support an undergraduate project; how well does the project support the student's interests and the educational mission of DKU, and how will it contribute to publication and/or future external funding or other visible products?
- Quality of the application: How clearly were the proposed project and funding requirements articulated in the application?
- Needs of the applicant: The applicant has explored other avenues of funding and is unable to fully fund the proposed project themselves

#### **Criteria for Selection of FSTA Funding for Travel:**

Funding for travel will be reserved for persons whose travel to a conference or meeting significantly enhances his or her professional development or professional reputation and/or the reputation of DKU. Active participation rather than attendance (presentation, participation in workshop activities, serving on a panel or serving on a committee) is expected. Reviews of applications will take into account the following considerations,

- Scope and quality of the conference, meeting or workshop: is the conference, meeting or workshop affiliated with an international or national organization and does its scope align well with the applicant's scholarship or teaching interests?
- Scope and quality of the proposed presentation or participation by the applicant: how well does the proposed presentation or participation reflect the applicant's current scholarship or teaching interests and how likely is it to enhance the professional development, or academic reputation of the applicant and/or DKU? Examples include but are not limited to,
  - I. A funding workshop that has a high probability of leading to future, externally-funded projects
  - II. A conference for which the applicant has been invited to present, thus exposing them to experts in their field and providing them with networking opportunities, and visibility.
  - III. A meeting at which committee participation is recognized as significant service to the applicant's discipline or field

- IV. A workshop that has the potential to significantly inform the applicant's scholarship or teaching in a way that's applicable when they return to campus.
- Needs of the applicant: The applicant has explored other avenues of funding such as discretionary funds, grants or societal travel scholarships and is unable to fund their own travel

**Procedure:**

1. Interested applicants are encouraged to first consult with their unit head or Principal Investigator of external grant(s) for which the applicant is a co-investigator or a member, and the Office of Research Support about alternative funding options they may not be aware of.
2. If exploration of alternative options doesn't yield funding in a timely manner the applicant should submit an application form and a short resume by the specified due date, to the Director of Faculty Affairs (DFA), who will confirm his or her eligibility.
3. The DFA will forward eligible applications to an FSTA selection committee appointed by the VCAA.
4. The selection committee will rank the applications and make a recommendation to the VCAA, with an explanation supporting their rankings. The VCAA will make the final selections based on the selection committee's rankings and available funds.
5. Unsuccessful applicants are encouraged to consult with the DFA about how they may improve their applications in the future.