

## Research Culture Initiative

2008

The *Research Culture Initiative* of the College of Education includes the following guidelines:

- In each of the two years of the current funding, a small travel grant program will be offered to graduate students and untenured, tenure-track faculty. This program will provide funding for travel to one national or international conference at which the individual is the first or second author of a research presentation.
- This program would offer these individuals travel reimbursement of \$500, following University travel guidelines on their return from the conference presentation. The recipient can receive this funding no more than once per year. Twenty Five dollars will also be available to use the COE poster printer, if needed.
- In order to receive these funds the individual must:
  - Present to the committee:
    - A copy of their conference proposal (submitted summary) that provides details of the completed research
    - A letter of acceptance from the national or the international organization accepting the presentation
    - A completed application signed by the student's advisor in the case of a graduate student
  - Receive approval by the Task Force
  - Agree to present the research findings at the fall COE Research Poster exhibit. This will be required of all individuals presenting poster sessions. This is requested of individuals presenting in other formats.
  - Agree to provide a brief (one-page) summary suitable for inclusion in a COE research booklet and/or distribution and an electronic copy for possible use on the COE website. The summary should be submitted to Ms. Peggy Fitzgerald when travel expense claim form and receipts are submitted to Ms. Sheila Ogburn for reimbursement.
- The task force will meet four times a year in order to review proposals. The second and last weeks of the Fall and Spring semesters. Complete proposals with letters of acceptance dated after regularly scheduled review meetings may be reviewed by the committee co-chairs. (As the semester is under way, the first awards will be made as expeditiously as possible during the current semester.)
- Budget: The task force will attempt to allocate the allotted money in four equal amounts (~ \$8,333) across the four proposed meetings. The task force asks for the flexibility to carry-over any unexpended money as needed into the second and/or third years for disbursement as noted above.

- Proposed and reviewed by: Yeh Hsueh, Deborah Lowther, Lawrence W. Weiss, Corinna A Ethington, Suzanne H Lease, Stephen James Leierer, Martin H. Jones, Ernest A. Rakow, Brian K. Schilling, Larry McNeal, Katrina Anne Meyer, Douglas Strohmer, and Trey Martindale.

The University of Memphis  
College of Education

**Research Culture Promotion Initiative**

**Application for Travel to Present Research Findings**

(open to tenure-track faculty and graduate students)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_

If graduate student, name of program: \_\_\_\_\_

Contact Information: {department} \_\_\_\_\_  
 {building & office #} \_\_\_\_\_  
 {campus telephone #} \_\_\_\_\_  
 {cell or home telephone #} \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

\_\_\_\_\_  
 All Authors and Coauthors as **Listed on Presentation:** \_\_\_\_\_

\_\_\_\_\_  
 Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_ Amount Approved by Task Force: \$ \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the applicant agrees to submit both electronic and hard copies of the presentation summary AND a poster exhibit of this research to the COE Dean's Office within 30 days of the presentation.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Task Force Approval

\_\_\_\_\_  
 Date

**→ Applicants must include a copy of the research abstract submitted to the professional organization/conference with this application.**