

RTT Travel Fund

Overview

The **RTT Travel Fund**, administered by the Faculty Research Awards Committee (FRAC), provides financial support for faculty travel that advances research, scholarship, and professional development. Funding may be used to support **domestic and international travel** related to conference presentations, original research, collaborative activities, and other scholarly endeavors.

This program is supported through the **Eleanor Lane Faculty Development Endowment**, **Nathan Deutsch Faculty Development Endowment**, and **Provost's Office Travel Funds**.

For answers to questions, contact Research and Technology Transfer (RTT) at research@astate.edu or **870-972-2694**.

Program Purpose

The RTT Travel Fund supports faculty travel that contributes to scholarly productivity and professional development while enhancing Arkansas State University's research and academic mission.

Supported activities may include:

- Presenting research or creative work at professional conferences
- Conducting research or fieldwork
- Developing research collaborations
- Participating in specialized training or professional development
- Other scholarly travel that advances research, scholarship, or creative activities

Funding Information

Category	Details
Maximum Award	Up to \$3,000
Travel Type	Domestic and International
Funding Sources	Eleanor Lane Faculty Development Endowment, Nathan Deutsch Faculty Development Endowment, and Provost's Office Travel Funds

Faculty should **submit only one application**.

Applicants **should not submit separate applications** for each funding source. A single travel application will automatically be considered for all available travel funding opportunities. During the review process, FRAC will determine the most appropriate funding source based on applicant eligibility, funding availability, and the purpose of the proposed travel.

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CDT)
- **Award Notification:** Mid-December
- **Project Period:** July 1 – June 30 of the following fiscal year

Application Requirements

Applications must be submitted through the **InfoReady** portal.

Applications must include the following components.

1. Project Narrative (Maximum 2 Pages)

Provide a narrative of no more than two single-spaced pages describing the proposed travel and its anticipated impact.

Address the following:

- Scope and significance of the proposed activities
- Contribution to the discipline or field
- Benefits to Arkansas State University
- Budget justification
- Plan to disseminate or share the outcomes of the travel

2. Curriculum Vitae

Provide an abbreviated curriculum vitae for the applicant (Template can be found on the InfoReady application page)

Maximum length: 4 pages.

3. Budget

Provide a detailed budget outlining the requested travel expenses. (Template can be found on the InfoReady application page)

Proposal Evaluation

Eligible proposals are evaluated by FRAC based on the [FRAC Rubrics](#).

Final Report Requirements

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by the **second Friday of the semester following the award**.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately **1-2 pages**) describing:
 - Travel and scholarly activities completed
 - Outcomes and accomplishments
 - Future plans resulting from the travel

Failure to submit the Final Report by the deadline may result in the applicant being **ineligible for future FRAC funding opportunities**.

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