# UVU COLLEGE OF SCIENCE

# Scholarly Activities Committee (SAC)

# FACULTY PROPOSAL FOR DISSEMINATION

This form should be used to request funds for dissemination of scholarly work at a conference or other appropriate venue. The form must be completed and submitted to the Department Chair. The Department Chair will review, approve, and forward the **Word** document to the Associate Dean SAC representative for final approval. See last page for Guidelines and Limitations.\*

1. Title of project/presentation:
2. Is the project biochemistry research? Y or N
3. Were students involved in the project? If so, how many?
4. Were students co-authors? If so, how many?
5. Faculty information:
   * 1. Email:
     2. UVID:
     3. Phone #:
6. Plan for dissemination:
   1. Name of conference:
   2. Dates of conference:
   3. Location of conference:
   4. Web address of conference:
   5. Please describe why this conference is appropriate. For presentation at an international conference, please describe why this conference is more suitable than any domestic conference.
   6. How will the dissemination benefit the students/faculty/COS/UVU?
7. Has the presentation been accepted for presentation? Please include the acceptance notification.
8. Abstract of the work accepted for presentation:
9. Budget:
   1. Conference registration fees:

|  |  |
| --- | --- |
| **REGISTRATION FEE:** |  |

* 1. Transportation:

Complete either i or ii

* + 1. If travelling by air:
       1. Airfare:

|  |  |
| --- | --- |
| Travel dates |  |
| Arrival city |  |
| **AIRFARE COST** |  |

. \*Use Frontrunner or Trax to travel to/from SCL airport, when possible

* + - 1. Other travel associated with travel by air (e.g., train, rental car after flight, etc.). Add rows as necessary:

|  |  |
| --- | --- |
| **Description:** | **Cost:** |
|  |  |
|  |  |

* + - 1. **Total Travel Cost by Air (add (1) and (2):**

|  |
| --- |
|  |

* + 1. Or, if travelling by UVU Fleet Vehicle or personal vehicle:

|  |  |
| --- | --- |
| Round-trip (rt) miles from UVU Orem Campus |  |
| Mileage rate\*\* |  |
| **TOTAL VEHICLE COST (miles x mileage rate)** |  |
| **ILOM quote ^\*** |  |

\*\*<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

^\* Obtain an In Lieu of Mileage (ILOM) quote from the UVU travel office and attach to this proposal if travelling by personal vehicle. The lesser amount between personal vehicle cost and ILOM may be awarded.

* 1. Lodging:

|  |  |
| --- | --- |
| Arrival date: |  |
| Departure date: |  |
| Total number of nights: |  |
| Suggested hotel name: |  |
| Cost per room per night: |  |
| **TOTAL LODGING COST:** |  |

* 1. Poster printing:

Posters must be submitted electronically to Mike Bird ([mike.bird@uvu.edu](mailto:mike.bird@uvu.edu)) at least one week prior to departure for the conference. Rush printing is not available through the COS. If needed, rush printing must be paid for out-of-pocket and is not eligible for SAC funds. UVU Printing Services or off-campus businesses may be able to accommodate rush printing. Posters must adhere to the UVU standardized guidelines for colors, font, and marketing. Contact Mike Bird for poster guideline standards. For COS faculty and students, the cost is $1 per ft2. Prices are higher for non-COS printing.

|  |  |
| --- | --- |
| Area of poster (L X W), ft2: |  |
| **TOTAL COST OF POSTER PRINTING (= area X $1/ft2):** |  |

* 1. Amount committed from Department and/or other sources:

|  |  |
| --- | --- |
| Department funds: |  |
| Other funds (List funding source): |  |
| **TOTAL FROM OTHER FUNDING SOURCES** |  |

* 1. **TOTAL DISSEMINATION REQUEST**: categories (a) thru (d) minus (e)

|  |  |
| --- | --- |
| **TOTAL TRAVEL REQUEST:** |  |

* 1. Budget narrative (if necessary)

**Signature Page**

**Typed signatures are acceptable.**

1. Name of conference:
2. Location of conference:

1. Dates of conference:
2. Title of presentation:
3. Amount requested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Faculty Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Department Chair Date

**Chair:** Please submit the Word file to the Associate Dean SAC representative.

**\*Dissemination Guidelines and Limitations:**

Each proposal submitted will be evaluated according to the following criteria.

1. Has the project been accepted at an appropriate conference for dissemination?
2. How will presentation at the conference work benefit the student(s)/faculty/COS/UVU?
3. How complete is the budget narrative?
4. Will the faculty member use Department funds for Travel in conjunction with a SAC travel award?

SAC may provide funds for:

* Conference registration
* Travel to/from conference
* Transportation, if needed, at the conference
* Lodging while attending the conference
* Poster Printing

SAC will not provide funds for:

* Per diem
* Travel to/from SLC airport (use Frontrunner and Trax, (if possible)

**The following is an excerpt from the SAC Guidelines for Faculty Dissemination:**

**Proposals from faculty/staff for travel for presentation at a conference**

COS faculty and staff may apply at any time for SAC travel funds. This award will supplement Department travel funds for attendance at a conference for which the faculty/staff has been accepted to present research. The following are stipulations of dissemination awards:

* 1. Prior to applying for a dissemination award, faculty and staff will use available department money for travel to present at a conference. If needed, faculty/staff may apply for a SAC dissemination award for up to a maximum of $1500 to supplement departmental travel funds for presentation at one conference.
  2. Faculty will submit the dissemination proposal via email to the Associate Dean SAC representative.
  3. International travel is not encouraged and is subject to the same maximum funding limitation as domestic travel. Additionally, the quality of the conference must be sufficient to justify international travel.
  4. Faculty are encouraged to look for alternative and supplemental funding sources for conference attendance (e.g., OTL, Faculty Senate, or external awards).
  5. The application must be approved by the Associate Dean SAC representative and the dissemination award contract must be signed before any travel arrangements are made. Travel arranged or completed prior to signing the dissemination award contract will not be covered by SAC funds.