

# HATCH OUT-OF-STATE TRAVEL APPLICATION--FY 2001

**SEE REVERSE SIDE for GUIDELINES. Submit ORIGINAL + 4 COPIES to Interim Assoc. Dean/Director, Gilmore 202.**

Date Received: \_\_\_\_\_ (For Director's Office Use Only)

Name of Applicant: \_\_\_\_\_ Appointment: \_\_\_\_\_% R \_\_\_\_\_% E \_\_\_\_\_% I

Department: \_\_\_\_\_

Date of Last Hatch Travel: \_\_\_\_\_

Hatch, McIntire-Stennis or Regional Project No. and Title: \_\_\_\_\_

Conference/Meeting: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Request: Ground Transportation & Per Diem: \_\_\_\_\_ (Not to Exceed \$600) Conference Fee: \_\_\_\_\_

Least-Cost Airfare: \_\_\_\_\_ Total Request: \_\_\_\_\_ (Not to Exceed \$2,000)

Are you seeking funds from other sources for this travel? If yes, please explain: \_\_\_\_\_

**APPLICATIONS MUST MEET ALL ELIGIBILITY REQUIREMENTS LISTED (ON BACK PAGE) & INCLUDE ALL ITEMS BELOW, OTHERWISE IT WILL BE RETURNED WITHOUT REVIEW.**

**REVIEW & CHECK MARK BOXES TO ENSURE ALL ITEMS ARE ATTACHED BELOW:**

- A copy of the abstract of the paper to be presented and a non-technical description of the presentation that includes the topic or problem being addressed and the conclusions or results.
- Letter of invitation or acceptance of the paper to be presented, if available.
- A one page description of (a) how the travel relates to the Hatch, McIntire-Stennis, or Regional project objectives, (b) how the knowledge gained at the conference or meeting will be shared with colleagues and/or clientele, and (c) how will travel enhance interdisciplinary collaboration.
- A signed statement from your Department Chair that addresses the importance of the conference or meeting and how it ranks among other conferences and meetings in the field. (If the applicant is a Department Chair, this item is not applicable.)
- A list of travel to conferences and professional meetings during the past 24 months. Provide the source of funds for each travel.
- A list of publications or other creative activities during the past 2 years. List publication in the journal format appropriate to your field and show your percentage contribution.
- A list of your extramural awards during the past 2 years. Provide sources (e.g., GACC, Tropical /Subtropical Agricultural Research Program, competitive grant, etc.), amounts, and dates and whether you are the Principal Investigator or a Co-Investigator.
- A copy of the quotation for the minimum airfare, and travel itinerary.

**Application Deadlines:**     **JULY 19, 2000**           For travel from October 1, 2000, to January 31, 2001.  
                                  **OCTOBER 18, 2000**       For travel from January 1, 2001, to April 30, 2001.  
                                  **JANUARY 24, 2001**       For travel from April 1, 2001, to July 31, 2001.  
                                  **MARCH 21, 2001**        For travel from July 1, 2001, to September 30, 2001.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Do Not Recommend Approval	<input type="checkbox"/> Ranking if applicable
Signature of Department Chair:		Date:

Action recommended by HITAHR Competitive Travel Review Committee:

# GUIDELINES FOR HATCH OUT-OF-STATE TRAVEL

## Eligibility Requirements

1. The travel must be for the purpose of presenting research results (speaker or poster) from a federally approved and active Hatch project. Travel may also be requested for projects that terminated within one year or less of the travel grant application deadline.
2. The abstract of the paper to be presented must be clearly related to the objectives of the Hatch project.
3. The travel must be in line with current UH policies on out-of-state travel.
4. Travel awards will be limited to least-cost round-trip airfare, conference fee, and \$600 for per diem and all other appropriate expenses. The maximum award will be \$2,000.
5. Only two trips will be approved per department for any conference or meeting.
6. Faculty are eligible to receive a travel award (Hatch or Smith-Lever) once every two years.
7. Travel to regional or coordinating committee meeting is not part of this travel program. Travel to those meetings are approved according to procedures established for such travel.
8. Submit original PLUS 4 copies. Copies of the first page of Travel Application form should be on BLUE paper.

## Criteria for Evaluating Applications:

1. The quality of the paper as judged by the abstract and the description of the presentation.
2. The quality of the conference or meeting.
3. The applicant's productivity as measured by publications, grants, or other appropriate scholarly activity over the past 2 years.
4. The appropriateness of the presentation to presenting the Hatch project results.
5. The potential impact the travel will have in fostering multidisciplinary collaboration.
6. If more than two faculty from the same department, county, or unit are applying to attend the same meeting, the application must be ranked by the immediate supervisor.
7. An incomplete application is sufficient grounds for denial of an award and will be returned WITHOUT review.