



# Career Campaign Travel Awards

Request for Proposals 2011

**DEADLINE: 08/31/12**

## Invitation

Women faculty at Rensselaer Polytechnic Institute are invited to apply for the Career Campaign Travel Award which will help to offset travel costs to conferences and other professionally related travel expenses. It is our intention that this grant will enhance career success and help to provide women faculty the tools they need to advance in their professional rank.

## Criteria:

- Women Associate Professors, tenured or tenure-track, who work in an NSF-funded area, OR
- Women Assistant Professors, tenure-track, who work in an NSF-funded area.

Funding for travel will be awarded to several women with a strong plan for career advancement.

## Rationale

Networking and exposure is important for women faculty. The Career Campaign Travel Award supported by RAMP-Up! is intended to enable woman to establish career advancement through travel. This is an opportunity for women to expand their knowledge through support and funding. Ramp up! will fund travel for selected women faculty who can justify their travel expenses for career advancement while funding remains available. One award will be given per faculty member and all proposals must be submitted to Penelope Darling ([darlip@rpi.edu](mailto:darlip@rpi.edu)) 30 days prior to travel.

## Information

For more detailed information, contact Penelope Darling at [darlip@rpi.edu](mailto:darlip@rpi.edu) or call 276-8125.

## Supported Activities

Each award will be reviewed and budgeted based on the proposal: Start date June 13, 2011 with an end date no later than August 1st, 2012.

## Items eligible for support

- Travel funds for activities
- Travel to conferences
- Travel to support mentee's meetings
- Travel in addition, to registration compensations

## **Some examples of items not eligible for support are:**

- Non travel related items
- Typical/recurring office supplies, such as laptop computer, paper, ink cartridges, etc.
- General meals (not associated w/ travel)
- Groceries and/or bulk purchasing in lieu of meal receipts during travel period
- Meal/Gifts for family/friends in lieu of hotel and/or other expenses
- Toiletries/personal hygiene expenses
- Alcohol in any circumstance

## **Proposal Content**

Each proposal will review the current position of the candidate, outline a plan for travel, and describe the proposed activities to be supported under the grant, such as:

- where are you traveling?
- What purpose? Details of the trip.
- When do you plan to travel?
- Include a budget, detailing your expenses
- Briefly describe the research area and explain how it is supported within the mission of NSF.
- Maximum length of proposal – 1 page

All original receipts must be submitted along with a copy of your proposal and returned to Penelope Darling in the JEC building 5012 no later than 30 days after returning. Approved candidates will receive an email of commitment to support the proposed plan. All funds must be used no later than the approved proposed trip.

## **Proposal Submission and Review**

Proposals should be submitted electronically to Penelope Darling ([darlip@rpi.edu](mailto:darlip@rpi.edu)). Proposals will be reviewed by the RAMP-Up Administrators. Please contact the PI or Co-PI with any questions.

Deborah Kaminski, PI Engineering ([kamind@rpi.edu](mailto:kamind@rpi.edu))

Kristin Bennett, Co-PI, Science ([bennek@rpi.edu](mailto:bennek@rpi.edu))