



2021-22 SIS Faculty-Student Conference Collaboration Travel Awards (FSTAs)

Summary

Purpose	To support SIS faculty and undergraduate and graduate students as they co-present their joint research at conferences and other scholarly meetings beyond the conference travel support SIS currently provides.
Eligibility	SIS full-time faculty & currently enrolled SIS undergraduate and master's students in goodstanding
Deadline	Applications accepted year-round for conferences at least 30 days away.
Amount	Up to \$300 for faculty and up to \$500 for students, expense reimbursable.

Purpose

SIS Faculty-Student Conference Collaboration Travel Awards (FSTAs) underwrite expenses related to faculty and student travel for presentations of their jointly authored research before professional academic conferences, workshops, and other scholarly meetings. FSTAs are designed to further supplement SIS's current faculty travel support. Students may also apply for FSTAs if their research is not necessarily tied to a faculty member collaboration allowing for individual research presentations, but students should be endorsed by a faculty sponsor under this option. Applicants are invited to submit requests for FSTA funding year-round and at least 30 days prior to the start of the academic conference, workshop, or other scholarly meeting. Requests should be submitted via the [online application portal](#).

Eligibility

SIS faculty and their currently enrolled SIS student research assistants in good standing are required to formally co-present their research at the conference, workshop or other scholarly meeting for which the FSTA funding is requested. Applications are submitted by SIS faculty on behalf of the faculty member and student research assistant(s). All full-time SIS faculty are eligible to apply, along with all undergraduate and graduate students currently enrolled in SIS. Applications must be [submitted](#) at least 30 days prior to the start of the academic conference, workshop or other scholarly meeting.

Ineligible Proposals

FSTAs will not fund (a) travel to conferences, workshops or meetings where the faculty member and student are not jointly presenting research; (b) travel to meet fellow scholars, funders or others outside of an established meeting, workshop or conference; (c) travel related to conducting research projects, or (d) travel for students not currently enrolled in SIS or in good standing.

Duration

FSTAs are designed to underwrite SIS faculty and student expenses for a particular conference, workshop or other scholarly meeting and are, therefore, permitted for a specific duration of time, from the award date until the conclusion of the event. No-cost extensions in the event of a meeting or trip cancellation will not be permitted (in these cases, SIS will request refunds on all refundable expenses and will address all other expenses on a case-by-case basis). Exceptions to this policy are at the Dean's discretion.

Funding Guidelines

FSTAs will reimburse travel expenses up to \$300 for SIS faculty and up to \$500 for SIS students. Specifically, FSTAs will underwrite the following expenses:

- Conference or meeting registration
- Domestic and international travel costs
 - Intercity transportation (economy fare, air, or ground travel)
 - Intracity transportation
 - Accommodations
 - Meals

All expenses must conform with SIS and American University policies, including updated travel policies. FSTA funds must be used within one year of the date of the award, and reimbursement requests must be submitted within 30 days of the date of the expense.

A special note on travel for 2021-22: At the present time, official university travel (including conference-related travel) outside of the Washington, D.C., Metropolitan Area is suspended through the end of the summer (August 14, 2021) due to the COVID-19 emergency. The policy regarding travel after August 14, 2021, is unknown at this time. Requests for travel exceptions may be considered by the President/Provost/Vice Presidents. Approval is required before any travel arrangements are made. In 2021, SIS Faculty may submit FSTA applications that include travel, but awards will be contingent on either (1) changes in the current travel policy consistent with the proposed travel; or (2) the ability to gain an exception to a more restrictive policy. If the proposed travel cannot be carried out due to the inability to obtain an exception to the travel policy, the award will be forfeited. Information about the university's current travel policy, including guidelines for requesting an exception can be found [here](#).

Evaluation Criteria

The SIS Dean's Office expects to inform FSTA applicants no later than approximately 10 days after submitting a complete application. When reviewing the requests for funding, FSTA reviewers will consider the scholar's contribution to and significance of the proposed conference, workshop, or scholarly meeting.

Reporting

All FSTA awardees are required to submit a one-page report on their presentation within 30 days of their return from their conference, workshop or other scholarly meeting to SISResearchAwards@american.edu. The report should detail where the awardees expect to submit the paper for publication. FSTAs are designed to support faculty and students as they jointly present their research and subsequently refine it for submission to peer-reviewed journals or academic presses. Awardees are asked to forward to the SIS Dean's Office copies of future publications (including conference papers and scholarly articles) that result from the FSTAs. Subsequent publications should acknowledge the support of the School of International Service at American University.

Application Guidelines

Applications should include all four sections below within one document, saved under the faculty applicant's surname (e.g. "Chin FSTA") to be submitted on the application portal:

- Names of SIS faculty and student(s), including student's degree program and estimated graduation date;
- Conference information, panel description, location, dates and other related information;
- Presentation abstract (one paragraph);
- Proof of participation (meeting agenda, invitation letter, email, etc.)
 - If necessary, proof of participation may be included as a separate attachment.

Application Submission

Prospective applicants are invited to submit requests for funding year-round and at least 30 days prior to the start of the academic conference, workshop, or other scholarly meeting. Applications must be using the online portal. Please including any documents as attachments and provide basic start/end info and budget information here. FSTA applicants may expect a response no later than approximately 10 days after submitting a complete application.

Application Questions

Questions related to the FSTA guidelines may be submitted solely via email to SISResearchAwards@american.edu. Questions submitted within one day of the 30-day required window ahead of the conference may not be answered.