



SEC Visiting Faculty Travel Grant Program Frequently Asked Questions & Answers

The SEC Presidents and Chancellors approved the *SEC Visiting Faculty Travel Grant Program* recommended by the SEC Provosts in June 2012. The SEC Presidents and Chancellors approved it as a two-year trial for 2012-13 and 2013-14. The program includes four \$2,500 travel grants per SEC university per year. The most frequently asked administrative questions are answered in this document. For other matters not included here, contact Torie Johnson, Executive Director, SECU, at tjohnson@sec.org.

1. ***When does the program begin?*** The SEC Visiting Faculty Travel Grant Program was approved for immediate use, beginning with the 2012-13 academic year. As a result, faculty members may access the program during the remainder of this spring and summer term.
2. ***How should faculty be selected for the program?*** The SEC does not mandate how faculty should be selected. Each university must determine its own process and timelines, remembering travel should occur before July 31 to ensure any unused funds are returned to the SEC office by August 31.
3. ***Must faculty members be identified to the SEC by a specific date?*** There is no specified deadline by which faculty members have to be identified to the SEC office. Universities should remember however that in order to process the funds, proper advance notice of at least 30 days is necessary for the SEC business office.
4. ***How is the program funded?*** The SEC funds the faculty travel grant program and makes the monies available to SEC universities after faculty travelers are identified.
5. ***When will universities receive travel grants from the SEC?*** The SEC will not provide a faculty travel grant until faculty travelers have been identified by the home institution, as described in the program information PDF. The SEC should receive this information from the home university contact or other designee to ensure the SEC receives the most accurate information. The information should not come from the faculty member or the hosting unit.
6. ***What letters should be copied to the SEC?*** The SEC should receive a copy of the invitation letter sent to the visiting faculty member from the accepting host unit. (It is NOT necessary to send the SEC office letters regarding faculty who have not been accepted by a host unit.) This letter should come to the SEC from the university contact or designee to ensure the SEC receives the most accurate information. The information should not come from the faculty member or the hosting unit.
7. ***When are faculty expected to use travel grants?*** Faculty should use travel grants in the same year in which the funds are available. In other words, a faculty member who receives a grant this year is expected to use it before this year (i.e., remainder of the spring term and the summer) concludes.

8. ***When do the travel grant funds have to be expended?*** Universities are not permitted to carry over unused grant funds from year to year. So, any unused funds must be received in the SEC office by August 31.
9. ***Is it permissible for a university to use travel grants to host rather than send faculty?*** Each SEC university receives four grants for travelers and those are not intended for individuals it might host, including circumstances in which faculty members seek to collaborate on their campuses on the same project. For example, if John Doe from University A visits Jane Smith at University B, John Doe is considered a traveler of University A and uses one of University A's four travel grants. If Jane Smith then travels to University A to work with John Doe, she is considered a traveler of University B, thus using one of University B's four travel grants.
10. ***Is it permissible for a travel grant to be used for collaboration at someplace other than the SEC university campus?*** The intent of the program is to engage faculty from SEC universities on other SEC university campuses. As a result, the funds may not be used for faculty to visit other places in the context of research or other collaborative endeavors.