

## The Claire and Leonard Tow Faculty Research Travel Fellowship

The Claire and Leonard Tow Faculty Research Travel Fellowship has been funded for calendar year 2016. This program supports faculty scholarship by providing funds for travel and related expenses for research or study either within the United States or abroad. All tenured and tenure-track faculty are eligible to apply. Preference will be given to junior faculty who wish to advance their research activities. The fellowships may not be used to support attendance at conferences or professional meetings.

Applicants are required to submit a formal proposal by **Saturday, October 31<sup>st</sup>, 2015** for travel during the calendar year 2016. Proposals are to be submitted electronically to Ms. Lucy W. Chow in the Office of the Associate Provost for Faculty and Administration ([wkchow@brooklyn.cuny.edu](mailto:wkchow@brooklyn.cuny.edu)).

### Supporting Materials and Cover sheet

Each applicant must submit a completed cover sheet and proposal.

The proposal must contain the following information:

- i. Name of applicant, department affiliation, rank, date of initial appointment.
- ii. Title of proposal.
- iii. Anticipated dates of travel. If travel is proposed for a period when the applicant is scheduled to be teaching, a letter from the department chairperson approving the proposed travel must accompany the application.
- iv. A list of professional activities during the previous three years that includes:
  - Publications, artistic creations, media productions, or other evidence of professional work;
  - Title of any work in progress;
  - Previous funding from the Claire and Leonard Tow Faculty Research Travel Fellowship;
  - Awards received;
  - Titles of proposals (research, curriculum development, equipment, and so forth) submitted to external agencies or to PSC/CUNY, with an indication of whether the proposal was funded;
  - Presentations at professional meetings;
  - Invited lectures.
- v. A statement of no more than three double-spaced typewritten pages, which should:
  - describe clearly and concisely the proposed research or study project and its significance in terms that would be understood by a person who is not a specialist in the field;
  - justify the proposed travel as essential to the project;
  - describe the relationship of the proposed project to the applicant's prior work;
  - describe the anticipated results of the project, such as publications, exhibits, grants, or other awards.

- vi. The proposal must include a detailed budget, including transportation expenses. Food and lodging may be included as a single per diem item. A small budget for supplies, equipment, and other expenses may also be included and must be justified as necessary to carry out the project. Travel support may also be requested for a research assistant for field work. Research assistants must be formally associated with Brooklyn College in order to be eligible for travel support under this program.

Any support from another program for the proposed travel must be reported to the Claire and Leonard Tow Faculty Research Travel Fellowship Committee so that an appropriate adjustment may be made. An applicant who receives full support for the proposed travel from another program must withdraw from the Claire and Leonard Tow Faculty Research Travel Fellowship program.

### **Selection Process**

A committee appointed by the President will review the proposals and report its recommendations to the President, who will select and announce the recipients of fellowships in December. Proposals will be judged on their potential for producing one or more of the following results:

- Articles, books, artistic creations, media productions, or other expressions of exemplary scholarship;
- External support for further research;
- Other evidence of significant enhancement of individual scholarship;
- Improvement of teaching, including both content and methods;
- Curriculum development;
- Promise of other significant benefits to the College.

The Claire and Leonard Tow Faculty Research Travel Fellowship will fund travel awards totaling \$25,000 for the 2016 calendar year. While proposals requesting funding of up to \$25,000 may be submitted, the annual competition is more likely to result in several smaller fellowships.

### **Please note:**

If awarded, the travel fellowship must be utilized during the 2016 calendar year. Additionally, the Brooklyn College Foundation will process the fellowship as a travel advance and the Foundation will generate a 1099 at the end of the year. Please save all of the receipts from your travel-related expenses and consult your tax professional about the implications of the travel fellowship.