

**Faculty Research & Publication Board
PROVOST AWARD FOR TRAVEL (PAT) Guidelines**

Provost Awards for Travel (PATs) support the cost of travel to present, perform, or exhibit scholarly or creative works, specifically in the form of juried or invited presentations/performances. Funding is made available to full-time instructional faculty members and post-doctoral fellows through a competitive internal grant process.

Please note: Funding for travel to participate in professional development or training and to fund faculty research should be requested under the [Research, Dissemination, and Faculty Development program](#).

Application Deadlines – See [PAT website](#) for precise due dates

Fall Competition – For travel from October to April

1. Notice of Intent to Apply due 2nd Friday in September
2. Application release date 2nd Saturday in September
3. Applications are due in Digital Measures on the 3rd Friday in September

Winter Competition – For travel from March to June

1. Notice of Intent to Apply due 3rd Friday in January
2. Application release date 3rd Saturday in January
3. Applications are due in Digital Measures on the 4th Friday in January

Spring Competition – For travel from May to October

1. Notice of Intent to Apply due 2nd Friday in April
2. Application release date 2nd Saturday in April
3. Applications are due in Digital Measures on the 3rd Friday in April

Eligibility

All full-time instructional faculty members (tenured, tenure-track, and contract renewable) and post-doctoral fellows are eligible to apply for Provost Fund awards with the exception of faculty members who are overdue in submitting final reports for previous Provost Fund awards.

PAT Rules/Restrictions/Requirements

1. The award of funds is a contract between the faculty member and the Office of the Provost. Awardees are expected to remain in the employ of UNC for at least one academic year after the award is granted. If a PAT recipient leaves UNC within one year of the award, the FRPB reserves the right to require repayment of PAT funds.
2. PATs are limited to two awards per funding cycle (July 1 – June 30). The maximum award for an individual is \$1,500. The maximum PAT award for collaborative presentations is \$3,000, regardless of how many collaborators exist. Each collaborator must apply separately for their own travel.
3. PATs cannot fund travel for students or non-UNC personnel.
4. Only complete applications with **all** required information and attachments will be considered.
5. Before applying for PAT funds, applicants **must** have applied for all travel funding available to them from their Department/School/College/Division and must have allocated those funds to be used

before the end of the fiscal year for travel and/or professional activities. An explanation of how these funds were or will be used is required on the application. Applications that do not include information about Department/School/College/Division funding will not be accepted. Any such funds, as well as any other funding available, must be applied to items in the "Funding from Other Sources" column of the Budget and Budget Justification form, and subtracted from total costs of trip, thereby reducing the total amount requested from the PAT fund. Chairs/directors/assistant and associate deans must include an explanation of how any additional funds, available because of his/her administrator role, have been spent or allocated.

6. Expenses for travel must be adequately justified. Extended domestic travel (beyond a 4-day, 3-night stay) or international travel (beyond a 6-day, 5-night stay) must be warranted. Costs of travel must be consistent with allowable costs per [UNC Travel Procedures](#). Please be sure to explain how the cost of each line item in your budget was determined. A [sample budget](#) is available on the PAT website.
7. Budgets with incorrect arithmetic will not be funded. Figures on the application and the Budget and Budget Justification form must match.
8. If travel crosses into the next fiscal year (i.e., after July 1), please note that you must account for how you will use your college/school/department funds for the current **and** the upcoming fiscal year.
9. Applications will not be considered for travel that occurred **prior** to the application due date. The dates of your travel must fall within the dates noted above and on the [PAT website](#) to be considered for funding. Exception: For international travel, you may apply early (this does not guarantee funding).
10. For a collaborative presentation, performance or exhibit involving travel by two or more UNC faculty members, **each** faculty member who requires provost funds must submit a separate application explaining his or her own contribution and justifying the cost of his or her individual travel. Each collaborative project is limited to a **total of \$3,000** in PAT funding regardless of the number of UNC faculty members or disciplines involved. If complete applications are not received from all UNC faculty members who require PAT funds, no funding will be provided to any of the involved UNC faculty members.
11. If multiple applications are received from the same individual, funding of one proposal will be given priority consideration with other proposals given secondary consideration. It will be to the advantage of the individual to indicate which travel proposal is of highest priority in the narrative. If submitting for multiple trips, a separate application must be submitted for each.
12. Any deviation from the proposed use of funds by award recipients must be approved by the FRPB Chair(s) in advance of the change. The Chair will have the prerogative of full board review concerning these changes.
13. Award dollars may be granted prior to confirmation of a presentation, but monies will not be allocated until confirmation of your presentation or performance is provided.
14. Awards must be fully expended within the award period indicated in the award letter.
15. A final project report is due 90 days following the award termination date. Reports are to be completed using the [PAT Final Report Form](#) and are to be submitted by email to orsp@unco.edu. If you fail to submit your final report, you will become ineligible for any PAT awards and any other internal awards at UNC.