**Chancellor’s Faculty Development Funds**

**Field Trips**

The Chancellor has earmarked $5,000 to encourage and support faculty led field trips during the academic year 2017-18. Please note this funding opportunity covers the entire academic year; however, proposals will be accepted twice a year with one deadline in the fall semester and one in the spring semester.

All funds will be used to support enhancement of student learning, effective teaching, and research productivity. *Please note that Faculty Senate funding for travel and research are included in different processes.*

An ad-hoc committee of the LSUA Faculty Senate will accept applications from faculty members for reimbursable expenses related to field trips. Recommendations of the ad-hoc committee will be forwarded to the Provost. The awards will range in size and may be limited to no more than $1,000 except under extraordinary circumstances. No award will exceed the actual cost of travel and other allowable expenses which must include documentation. The faculty member must follow all LSU Purchasing and Travel rules and regulations. Field trip Funds may be used for:

1) Any off-campus travel that is faculty or instructor led which serve to enhance the educational experience of student(s) participating in the field trip.

2) Field trips may include participants from entire classes, subsets of classes, groups of interested students within a major, and student travel to conferences.

3) Recurring field trips will require an application for every occurrence and will depend upon the outcome of the previous field trip in achieving stated learning objectives.

These funds will not roll over at the end of the fiscal year and must be encumbered and expended in the fiscal year in which awarded; therefore, all field trips must be completed by June 30th. **Funds must be used on the field trip suggested in the application. Reimbursement is only permitted for expenses incurred and not exceeding the amount approved.** At the end of the field trip, a report must be submitted to the Faculty Senate President, including the following information**:**

Name of Faculty; Department; Purpose of field trip/value to student learning; outcome of student learning goals; and Amount Expended.

All full time faculty and department chairs at LSUA are eligible to apply. Interested faculty members must fill out an application form with supporting documentation and submit it to Dr. John Allen (jallen@lsua.edu). **The deadline for submitting applications is October 15, 2017 at 4:30 p.m. Spring submission deadline is February 2, 2018.**

Chancellor’s Field Trip Fund

Application Form

Name: Phone:

Department: Email:

Date and Destination of Field Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_\_\_\_

Description of Field Trip:

Should include a detailed description of the field trip, including student learning objectives associated with the field trip, benchmarks, the value of the field trip to student education, benefits and/or expansion of curricula, and an explanation of how students will communicate their learning through the written word, an artistic endeavor, or presentation of papers and/or posters.

Amount requested: $ (Attach itemized budget of projected expenses)

The following applies only to Chancellor’s Research Fund:

Have you ever applied for Field trip funds? \_\_\_\_\_\_\_ If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been awarded Field trip funds? \_\_\_\_\_\_\_\_ If so, how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Submit this form to Dr. John Allen at jallen@lsua.edu.***

***Deadline: October 15, 2017***