

## KRESS FOUNDATION DEPARTMENT OF ART HISTORY

### Art History Travel Fund

#### I. Purpose

The purpose of this travel fund is to encourage and assist faculty, academic staff and graduate students in the Kress Foundation Department of Art History at the University of Kansas in the pursuit of their research and teaching programs and in their participation in regional, national and international meetings, conferences and symposia. Exceptions to these guidelines will be granted only on written appeal and under extraordinary circumstances.

In a letter to the Chancellor dated October 16, 1980, Dr. Franklin D. Murphy wrote, "It is intended that grants be made to members of the department and graduate students to permit them to carry out their teaching and research activities which in the field of Art History so often require examination of objects and archives not available on the University of Kansas campus."

#### II. Eligibility

Members of the faculty, academic staff and graduate students of the Kress Foundation Department of Art History are eligible to apply.

The Director of the Spencer Museum of Art and the Librarian of the Franklin D. Murphy Art Library are also eligible to apply, but with the understanding that they have other sources of support for necessary travel and that grants from the Art History Travel Fund might be made as supplements rather than replacements for those funds.

#### III. Travel Committee

A three-member Travel Committee shall determine awards from the Art History Travel Fund, such awards to be made on a competitive basis and dependent on income available from the Travel Fund. The committee shall be composed of:

1. the Chair of the Travel Committee, who is to be appointed by the Vice Provost for Research & President and COO of the KU Center for Research in consultation with the Chair of the Kress Foundation Department of Art History, said individual to be a senior member of the art history department faculty and to be appointed to a three-year term, with eligibility for reappointment (Dr. Murphy initially designated the Judith Harris Murphy Professor of Art History as Chair);
2. a representative from the Kress Department of Art History faculty, to be appointed by the Chair of the department to a three-year term, which is not to coincide with that of the committee chair;
3. a representative of the KU Center for Research, to be appointed each academic year by the Vice Provost for Research & President and COO of the KU Center for Research.

4. The Kress Foundation Department of Art History chair, who will serve only in the event that a third, deciding vote is necessary when a committee member has made a request for funding.

#### IV. Guidelines Governing the Awarding of Grants

Faculty and academic staff members of the Kress Foundation Department of Art History are eligible to apply for support in accordance with the purposes outlined above, such support per individual not to exceed an amount fixed annually by the Travel Committee. Applications should be accompanied by evidence of effort to secure funds from other agencies.

To finance especially expensive trips, faculty applicants will be allowed to use or borrow up to 50% of their annual travel allocations for the following year. Borrowing will be allowed only in the first year of a two-year borrowing cycle. As an example, an individual could initiate a borrowing cycle in the 2006-07 academic year by borrowing against 2007-08 funds. That person would not be eligible to borrow ahead during the 2008-09 year. In the next academic year (2009-10), another two year cycle could begin by borrowing against 2007-08 travel funds. If a person is in a year that has not previously been borrowed against, and that person does not borrow anything from the next year's fund, s/he is not considered to be in a borrowing cycle. The two-year borrowing cycle feature is initiated only when borrowing occurs. This policy necessitates that faculty assess their travel requirements and, when the borrowing option is used, budget accordingly for the second year of the cycle.

A. For tenured or tenure-track faculty and academic staff members, support will be considered for the following types of travel requests:

1. Research, teaching enhancement, or professional development.
  - a. Costs will be based on the lowest available rates for air travel or mileage at current KU rates, whichever is less.
  - b. Per diem may be provided, based on current KU rates for the area visited.
  - c. Admission fees to research or instructional venues (e.g., museums, historic sites) may be reimbursed.
  - d. The cost for a temporary visa to a country outside of the United States may be reimbursed.
2. Professional meetings (e.g., College Art Association, Midwest Art History Society)
  - a. Costs will be based on the lowest available rates for air travel or mileage at current KU rates, whichever is less.

b. For those presenting papers or the professional equivalent, per diem support apart from the annual limitation may be provided for up to three 24-hour periods at current KU rates.

c. For those performing official department duties (e.g., scheduled sessions of search committees), per diem support apart from the annual limitation may be provided for up to three 24-hour periods at current KU rates.

d. Conference registration fees will be reimbursed with proper documentation.

B. For graduate students, support will be considered for the following types of travel:

1. Art History Travel Fund Dissertation Award for doctoral dissertation research (domestic or international). These grants are subject to the following limitations:

a. Applicants must have successfully completed all preliminary course requirements and comprehensive examinations, and the dissertation proposal must have been accepted by the faculty.

b. If research requires use of materials not in the student's native language, evidence of adequate command of the language must be provided.

c. Requests for research funding must be accompanied by a letter of recommendation from dissertation advisor.

d. Requests must be accompanied by evidence of a good faith effort to find research funding elsewhere.

e. Costs will be based on the lowest available rates for air or surface travel.

f. Travel support in this category per graduate student career may not exceed limits established by the Travel Committee and reviewed periodically.

g. Travel must be completed and accounted for within eighteen months of the meeting at which the award is approved or an extension must be requested from the Travel Committee.

2. Professional meetings, for delivery of a research paper or the professional equivalent, with the following limitations:

a. Costs will be based on the lowest available rates for air travel or mileage at current KU rates, whichever is less.

b. Per diem support may be provided for those presenting papers, for up to three 24-hour periods at current KU rates.

c. Such requests must be accompanied by evidence of prior application to the KU Graduate School's travel support programs, if the applicant is eligible for Graduate School support.

d. Such requests must be endorsed by the student's dissertation advisor or (for pre-doctoral students) the appropriate graduate advisor, to provide assurance that the applicant's progress toward the degree will not be impeded by the proposed work and travel.

e. To be eligible for such funding, a graduate student must be delivering a research paper related to his or her course of study.

f. A graduate student will be eligible for funding for not more than two conference papers or special training projects (IV. B. 3)

3. Special training projects or other programs, with the following limitations:

a. Request must be accompanied by letter of support from art history faculty member(s) in pertinent subject field.

b. Costs will be based on the lowest available rates for travel by public conveyance or at current KU mileage rates for private vehicle, whichever is less.

c. No support for tuition or per diem will be provided.

d. A graduate student will be eligible for funding for not more than two special training projects or conference papers or (IV. B. 2)

4. Group travel, with the following limitations:

a. Requests to travel to attend symposia, conferences or exhibitions should be accompanied by endorsement from art history faculty member(s) in pertinent subject areas.

b. Costs will be based on the lowest available rates for travel by public conveyance or mileage at current KU rates, whichever is less.

c. If group travel is by private vehicle, support will be based on at least three students per vehicle. If travel is by public transportation to a distant destination, the group will generally travel together to and from the destination.

d. No per diem support will be provided.

e. Admission fees to research venues (e.g., museums, historic sites) may be reimbursed.

5. Professional meetings, in search of employment, with the following limitations:

- a. Support is limited to those students who are concluding their resident graduate studies at KU and who have previously scheduled interviews at the conference.
- b. Support is limited to travel costs to attend one such conference. No support for subsistence will be provided.

Note: Committee members are available to consult with students, to read preliminary drafts of travel requests, and to offer advice before the application is officially submitted.

#### V. Application Procedure

Three (3) copies of the application should be submitted to the Office Manager. Applications must be submitted on the form provided by art history department. The application must include: a) a descriptive statement of the proposed travel and its relation to the applicant's research and/or teaching activity; b) the scheduled beginning and duration of the travel; c) a budget, with separate itemization of air or surface travel and per diem expenses, if allowable; d) any other pertinent documents, as noted above (e.g., evidence of applications to other sources for travel support; faculty recommendations).

Applications for general research travel may be submitted at any time, but no less than two weeks prior to the scheduled travel.

#### VI. Expense and Travel Reports

Recipients of awards from the Art History Travel Fund are required to submit receipts for all expenses for which reimbursement is claimed. Unreceipted expenses cannot be reimbursed. Expense reports should be submitted to the art history department office manager no later than eighty (80) days following conclusion of travel.

Travel must be completed within the academic year for which it was initially requested. (The Art History Travel Fund's year coincides with the KU academic calendar, i.e., beginning August 15.) Other than dissertation research awards, which are valid for eighteen months from the date of award, grants not expended within the year originally requested may be carried forward only with the permission of the Committee. Permission for such extensions must be requested in writing, with explanation of the extenuating circumstances.

A travel diary or daily log (required by KUEA and IRS) and a brief narrative report of the results of travel should be submitted to the Chair of the Art History Travel Committee at the conclusion of travel. No future requests will be considered from an applicant until all expense and travel reports for previous grants are received.

Any publications resulting in whole or in part from these awards should be reported to the Chair of the Art History Travel Committee.

VII. Acknowledgments

Support from the Art History Travel Fund should be acknowledged in any scholarly publications resulting therefrom.

(Revised May 2008; supersedes earlier versions)