



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Faculty Conference Funding Policy and Procedures

A. Purpose

To establish the guidelines and process for College sponsored faculty attendance at selected research conferences and professional association meetings that promote Glenn College faculty scholarship in mainstream public affairs venues.

B. Audience

Glenn College tenure track faculty (those with the Glenn College as their TIU).

C. Policy and Procedures

Policy

The College will provide up to \$1,500 per conference for travel, lodging, meals, and conference registration fees to faculty members presenting research at one of the following conferences:

- Association of Public Policy Analysis and Management (APPAM)
- Public Management Research Association Conference (PMRA)
- American Society of Public Administration (ASPA)
- American Political Science Association Meetings (APSA)
- Midwest Political Science Association Meetings (MWPSA)
- Association for Research on Nonprofit and Voluntary Associations Meetings (ARNOVA)
- Academy of Management (Public and Nonprofit division) Meetings (AOM)

Airfare and conference registration fees can be pre-paid using these funds. All other approved incurred expenses will be provided to the faculty member in the form of a reimbursement upon receipt of the appropriate documentation required by university policy. Any amount over \$1,500 per conference must be paid from the faculty member's ISA or another external funding source.

Procedures

Prior to submitting an eTravel, the faculty member must seek authorization and receive approval for the use of these central funds from the Associate Dean for Faculty Development. Faculty members must send an e-mail to the Associate Dean with a cc to the Fiscal Officer, Julie Frary (Frarty.1@osu.edu) and must include documentation that they are a presenter at the conference, a detailed business purpose and cost estimates. The Associate Dean's approval will be provided via email (with a cc to the Fiscal Officer) and that e-mail must be attached to the e-Travel request and reimbursement request.

Faculty members presenting research at one of these conferences are guaranteed approval for at least one trip in an academic year. Faculty members are eligible for a second reimbursement in the same academic year based upon review and approval of the Associate Dean for Faculty Development.

Timelines

These funds are only available in the academic year in which they are approved. Authorization to spend these funds cannot be carried over from one conference to another nor from one year to the next. They also cannot be accumulated over multiple years.

D. Policy Contact

Andrea Garringer, Administrative Manager