



## **Faculty Conference Workshop 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)
- Association for Budgeting and Financial Management (ABFM)

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. In the case of a faculty co-authoring a paper with a Glenn college doctoral student, only one of these can be funded for conference travel out of the faculty conference travel fund. 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 a Workday Spend Authorization, the faculty member must seek authorization and receive approval for the use of these central funds from the Associate Dean for Faculty. Faculty members must send an e-mail to the Associate Dean for Faculty Development and copy the Chief Administrative Officer. The email 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 CAO) and that e-mail must be attached in Workday.

Faculty members leading professional development workshops 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 on review and approval of the Associate Dean for Faculty Development and availability of budgeted conference travel funds.

Timelines These funds are only available during 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. Funds cannot be accumulated over multiple years.

#### **D. Policy Contact**

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Last updated: 12/2/2021