

## WCAS Policy on Lecturer Travel Funds

The Weinberg College of Arts and Sciences is pleased to offer funding for Continuing Lecturer Faculty in support of research and conference travel. The purpose of this funding is to enable members of the continuing lecturer faculty to engage in research, conferences, and other professional development activities that will enhance teaching. This funding is limited and competitive, and it will be reviewed by the office of the dean. Priority may be given to lecturers who will deliver a paper and engage in activities that will lead directly to enhancement of specific courses. Awards are typically for \$1000 or less.

### Requirements:

- The applicant must be a member of the continuing lecturer faculty in Weinberg College.
- The applicant should submit a statement of the purpose of the proposed travel (*e.g.*, comments on prior pedagogical improvements, applicability to enhancing specific courses, or role in research publications may be helpful).
- Additional (department, CLI, URG, *etc.*) funding efforts should be documented.
- Applications should include detailed budget statements.
- Applications should be submitted prior to undertaking the proposed travel.
- Applicants should use any research account funds (for example, research money earned through duties as a Freshman Adviser) before requesting additional support.

### Procedure:

- Lecturer should seek funding commitments from their department and other sources *prior* to applying to the Weinberg dean's office.
- Applications should be submitted to the applicant's department chair or program director (using [the attached Excel spreadsheet](#)).
- The department chair or program director should then electronically submit applications *with their recommendations and commitments* to Candice Weber in the Weinberg Dean's Office at [c-weber@northwestern.edu](mailto:c-weber@northwestern.edu) .
- Endorsed applications will be reviewed by a committee within the dean's office.

### Deadlines:

- Application deadlines for 2009-2010:
  - Friday, September 25, 2009 for Fall Quarter, 2009
  - Friday, January 8, 2010 for Winter Quarter, 2010
  - Friday, April 2, 2010 for Spring Quarter, 2010
  - Friday, May 28, 2010 for Summer Quarter, 2010

### Reimbursement:

- Northwestern Travel and Entertainment Policies must be followed:  
[Travel Policies & Procedures](#)
- Original receipts are required and must be submitted within 90 days. Please submit receipts to your department administrator or CLI (if applicable).
- Submit expenses one of two ways:
  1. Enter into system on-line:  
[Expenses Entry Quick Reference Sheet](#)  
[Example Faculty Instructions on Entering Expense Rpts](#)
  2. Complete manual worksheet and turn into your department administrator:  
[Manual Expense Entry Worksheet](#)