

## College of Computing Research Faculty Request for Professional Development and Travel Fund Research Faculty Advisory Council

The Research Faculty Advisory Committee (RFAC) in the College of Computing aims to represent and support a vigorous research faculty community at the College level and across all the schools. As part of this mission, the RFAC Professional Development and Travel Fund (PDF) provides opportunities for travel grants to help research faculty attend meetings for professional development, such as visits to sponsors and attending workshops and conferences with a focus on development opportunities. These funds are intended to enhance opportunities for termed RF (as opposed to post-docs) professional development and are not meant to replace needed training or conferences that are core to an RF's responsibilities.

Examples of travel considered for funding by RFAC PDF:

- A Research Technologist is required to attend the OpenStack conference, which is critical to his day-to-day job and is already covered by the College. However, the RT would also like to attend a one-day tutorial to further improve skills in related areas like applications. The PDF can be used to support the cost of attending the tutorial.
- A Research Associate attends the Association for Institutional Research Forum each year as part of CoC job duties but would like to attend extra workshops on relevant topics. The RA can apply for funding to attend these related workshops.
- A Research Scientist wishes to attend the Grace Hopper Celebration to meet and network with fellow scientists, but this conference is not covered by the RS's grants or supervisor. The RS can apply for funding to attend this event.
- A Research Scientist wishes to attend a workshop on writing NSF proposals. The RS can request funds from the RFAC PDF to attend this workshop.

### Process

The Professional Development and Travel Fund is divided into three pools of funding, with application deadlines occurring three times throughout the year. Note that you should apply based on the month that your travel starts.

- September 10th for travel planned in November-February of the following year **(\$2,000)**
- January 10th for travel planned in March-June **(\$3,000)**
- April 10th for travel planned July-October **(\$3,000)**

Fill out the form on page 2 and email it to [rfac@cc.gatech.edu](mailto:rfac@cc.gatech.edu) by the specified deadline for your travel.

The RFAC committee will evaluate proposals along with an external member assigned by the College. To ensure fairness, the following rules will be used to help prioritize and disburse funds:

- This fund is available for termed research faculty (as opposed to post-docs or un-termed RFs).
- RF may receive at most *one* travel grant per fiscal year. The maximum travel grant size is \$3,000. Smaller grants may be requested. The number of awards will vary according to the number and amount of funds requested.
- Priority will be given to professional development outside of normal scientific conferences, although conference travel will be considered if the RF can demonstrate they do not have other funds to support such travel. See the Examples section for more details on the types of travel that are prioritized.
- Seniority - while not strictly for younger research faculty, the committee reserves the right to prioritize more junior faculty (i.e., RF level I and II) and first-time applicants.
- Availability of other travel funds - if you already have travel funds from grants or other programs to attend your event, your request will be given lower priority.

