**2018-2019 SEC Visiting Travel Grant Program**

**To be** **considered:**

* A faculty member must contact a host SEC unit (i.e. department, school, etc.) that he or she wishes to visit to determine that unit’s receptivity and availability.
* The host SEC unit should issue a letter of invitation to the visiting faculty member specifying the dates and any particular expectations of the faculty member.
* A copy of the invitation letter must be sent to both the faculty member’s home institution travel grant contact (Angie Brown) and the anticipated host unit’s travel grant contact.
* The following should be submitted via email to Angie Brown ([angie@ua.edu](mailto:angie@ua.edu)) by June 30th, 2018 at 4:45pm**\***:
  + UA Faculty Name and Title
  + Contact Info (Mailing and Email)
  + Host SEC University letter of invitation
  + Anticipated Visit Dates
  + Brief Summary of Planned Activities
  + Estimated Travel Expenses
  + Short bio (no more than 125 words)
  + Headshot (color, 1500x2000 pixels, 300 dpi, jpeg)
* You must be able to travel between the dates of August 1, 2018 and July 31, 2019.

**If awarded the following guidelines apply:**

* The visiting faculty member may consult with faculty and/or students, offer lectures or symposia, or engage in whatever activities are agreeable to the visitor and host unit.
* After the visit, the faculty member must submit a brief report to the OVPRED office describing outcomes of the visit by August 1, 2019.
* Travel must occur between August 1, 2018 and July 31, 2019.
* Once you return from travel you must submit travel voucher forms completed by your department to Angie Brown for execution.
* Travel grant funds may only be used for travel expenses to host SEC universities.