




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors and Chairs – Norman Campus

FROM: André-Denis Wright
Senior Vice President and Provost 

DATE: April 3, 2024

SUBJECT: Southeastern Conference (SEC) Visiting Faculty Travel Program

The **Southeastern Conference (SEC) Visiting Faculty Travel Program** is intended to enhance faculty collaboration between SEC member universities. It gives faculty from one SEC institution the opportunity to travel to another SEC campus to exchange ideas, develop grant proposals, and conduct research/creative activity.

The guidelines and application information are attached for this year's program. Applications are due **Monday, June 3, 2024**, for travel between **August 1, 2024**, and **July 31, 2025**.

Please contact Dr. Sarah Ellis in my office at sjr@ou.edu if you have any questions regarding this program.

ADW/md

SOUTHEASTERN CONFERENCE VISITING FACULTY TRAVEL PROGRAM

The **Southeastern Conference (SEC) Visiting Faculty Travel Program** is intended to enhance faculty collaboration between SEC member universities. It gives faculty from one SEC institution the opportunity to travel to another SEC campus to exchange ideas, develop grant proposals, and conduct research/creative activity.

Eligible faculty may request monies to support travel to one of the Southeastern Conference institutions for the purpose of sharing research findings, planning or performing collaborative research/creative activity, or preparing proposals for multi-institutional grants. SEC Faculty Travel Grant funds may be used to cover any travel related expenses for the applicant, including but not limited to airfare, accommodations, and meals. Funds may not be used to support travel by anyone other than the applicant.

The University of Oklahoma will utilize funds from the SEC to support Visiting Faculty Travel Grants. We have a total budget of \$10,000 available to fund these awards and hope to support 3-6 faculty per year. **Travel for this competition year must take place between August 1, 2024, and July 31, 2025.**

Details

- The program is only for full-time faculty. Staff and/or students are not eligible.
- Interested faculty members must contact the host institution they wish to visit to determine their receptivity and availability. Faculty must receive a letter of invitation from the host university prior to applying. The letter should specify anticipated travel dates, plans, and expectations.
- Funds are not intended for use by the host institution or its employees.
- The selected faculty members will be responsible for arranging coverage of their duties during their absence and for submitting a post-travel report to the Provost's Office describing the outcomes of the visit, as well as completing the SEC Faculty Travel Program Participation summary form.

To be considered for one of the SEC travel grants, please submit the following information electronically as a single PDF document by **Monday, June 3, 2024**. Please submit applications to facultyaffairs@ou.edu.

Proposal Requirements

1. Name, title, and contact information
2. Abstract of proposed activity (250 words)
3. Brief biography (125 words)
4. Estimated travel expenses with budget.
5. Anticipated visit dates
6. Letter of invitation from the host institution (1-page)

If two or more faculty are intending to travel together for the same collaborative purpose (for example, a duo or trio of performing artists proposing to perform together during their visit):

- a. Obtain one invitation letter from the host collaborator, mentioning each OU faculty traveler by name.
- b. Each faculty member must submit their own application, listing only those portions of the expenses that they will be responsible for, such as their meals and hotel room.
- c. Each faculty applicant should include a copy of the one invitation letter with their application.

- d. If one member of the group is covering the costs of transportation for the entire group (e.g., car rental, gasoline, mileage, parking fees, etc.), that faculty member should budget those transportation costs on their own application, and explain in the justification which expenses are for themselves only (e.g., meals and hotel rooms), and which expenses this traveler will be paying on behalf of the group.
- e. Each member of the group should indicate in their own application that this is a group trip and reference the other OU travelers by name.

Proposals will be evaluated on the following criteria:

1. Articulating the scholarly or creative significance of the proposed travel.
2. Addressing at least one of the goals of the SEC Faculty Travel Grant Program:
 - a. Enhance faculty collaboration that stimulates scholarly initiatives between SEC universities
 - b. Exchange ideas
 - c. Develop new grant proposals
 - d. Conduct research/carry out creative activity agenda

If selected, faculty will be required to submit a color headshot photo (color, 1000x1000 pixels, 72 dpi, jpeg format).

Resources

[SEC Faculty Travel Program Guidelines](#)

[SEC Faculty Travel Program FAQ](#)

[SEC Faculty Travel Program Participation Summary](#)

SEC Member Universities

- University of Alabama, Tuscaloosa, Ala.
- University of Arkansas, Fayetteville, Ark.
- Auburn University, Auburn, Ala.
- University of Florida, Gainesville, Fla.
- University of Georgia, Athens, Ga.
- University of Kentucky, Lexington, Ky.
- Louisiana State University, Baton Rouge, La.
- University of Mississippi, Oxford, Miss.
- Mississippi State University, Starkville, Miss.
- University of Missouri, Columbia, Mo.
- University of South Carolina, Columbia, S.C.
- University of Tennessee, Knoxville, Tenn.
- University of Texas at Austin, Austin, Tx.
- Texas A&M University, College Station, Texas
- Vanderbilt University, Nashville, Tenn.