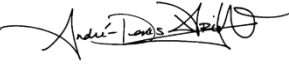




*The UNIVERSITY of OKLAHOMA.*  
*Office of the Senior Vice President and Provost*

MEMORANDUM

TO: Faculty—Norman Campus

FROM: André-Denis G. Wright   
Senior Vice President and Provost, Norman Campus

DATE: January 24, 2025

SUBJECT: Faculty Dependent Care Travel Grant Program

This grant program is initiated to promote academic excellence by assisting faculty in covering necessary expenses related to caring for dependents when traveling outside of the Oklahoma City metro to complete professional activities related to their faculty positions. For 2024-25, the grant may be used only to support activities necessary to the ongoing operations of the University's core academic, research, or operations functions, such as field research, or scholarly or creative activity approved by the department Chair, Dean, and Provost. Eligible activities do not include study abroad. The program offers up to \$1,000 per academic year before taxes as supplemental pay to qualified faculty members subject to the availability of funds. A “dependent” is defined as an employee's spouse/significant other, child, parent, or next of kin whose care is the responsibility of the faculty member during the period of travel. Only those costs that are above and beyond normal dependent care costs for the period of travel are eligible. Tickets and transportation to museums and other attractions are ineligible.

**Eligibility**

All full-time regular (tenure, tenure-track, and ranked-renewable) faculty members are eligible to apply; preference may be given to assistant and associate professors. Applications must be submitted in advance of planned travel with three deadlines per year on October 2, 2024; February 5, 2025; and May 1, 2025.

Awards can be used for either child(ren) or adult dependent care, for:

1. Additional hours of dependent care due to travel, over and above what would normally incur without the travel.
2. Expenses related to dependent care, if the dependent must accompany the faculty member during travel, over and above what would normally incur without the travel.
3. Any other dependent care related to the faculty member's travel not covered in 1. or 2. above, if pre-approved by the Senior Vice President and Provost.

## **Selection Procedure**

A committee of three regular faculty members will evaluate the applications based on the criteria below. An award letter will be sent to the applicant detailing the award amount and process for submission of payment.

## **Evaluation Criteria**

- Demonstrated relationship between need for travel and research agenda.
- Clarity of dependent care plan.
- Clarity of proposed budget.
- General impact on research agenda.

## **Disbursement**

Disbursements under the program will be made after completion of travel as a supplemental payment. Documentation and/or receipt of expenses submitted for reimbursement should match the explanation of how funds will be used as provided in your initial application. Supplemental payments will be administered through the University payroll system. Payment under this program is reported to the Internal Revenue System as taxable income. It will not count towards the 25% extra compensation policy and hence, permission for extra compensation is not required under this program.

If you have questions about the process, please contact Sarah Ellis at [sjr@ou.edu](mailto:sjr@ou.edu).

## **Application Procedure**

To apply please go to the [Faculty Dependent Care Travel Grant - Dynamic Form link](#).

As part of the application process, faculty will be asked to upload the following:

1. A brief description of the purpose of travel, dates of activities, location, and the faculty member's role in the event (e.g., lead author/presenter, solo research, member of research team, etc.), as well as how it will contribute to the University's mission of teaching, research, creative activity, or service. Please attach supporting documentation (conference invitation, program, etc.), if available.
2. Explanation of reason for needing childcare and how childcare funds will be used. This should include information about travel and accommodations for the dependents(s) (and possibly the caregiver) if relevant to the budget, as well as a description of the planned care (the provider's name, the provider's relationship to the applicant, the location of the care, etc.). Priority for family travel will be given based on need (dependent with special needs, nursing mothers, etc.). If both parents are travelling to the same destination (e.g., both presenting at the same conference) one application should be submitted.
3. A detailed budget noting anticipated expenses that are above and beyond those normally incurred. Please attach supporting documentation, if available.