

**FISCAL GUIDELINE**  
**Special Projects Fund**  
**College of Science and Mathematics**

This policy establishes the College's guidelines regarding the Special Projects Fund.

**All requests for funds must be submitted prior to the funded activity.**

The College of Science and Mathematics will pay 1/3 of the costs incurred, up to \$250 per event, when departments invite women faculty from other universities to present departmental seminars.

The College also will subsidize departments who invite colleagues to campus to present seminars of broad interest to the College (i.e., of professional interest to faculty in at least two departments in the College). The College will pay 1/2 of the costs incurred, up to \$500 per event.

The College of Science and Mathematics also will consider requests for funding in the following areas:

**Priority 1:**

Students who travel to professional meetings to present papers or posters may request funds to match departmental support, not exceeding \$250 for domestic travel and not exceeding \$400 for international travel. Students may request funds for travel one time during the academic year.

**Priority 2:**

Students who attend professional meetings but do not present may request funds to match departmental support, not exceeding \$200 for domestic travel and not exceeding \$400 for international travel. Students may request funds for travel one time during the academic year.

**Priority 3:**

Other requests will be considered based upon validity of request and availability of funds.

The Special Projects Fund is not intended to support faculty travel.