




Cheryl L. Addy
Vice Provost and
Dean of Faculty

TO: USC Columbia Faculty

FROM: Cheryl L. Addy 
Vice Provost and Dean of Faculty

SUBJECT: 2023-2024 Southeastern Conference Visiting Faculty Travel Grant Program

DATE: April 13, 2023

The Southeastern Conference (SEC) Visiting Faculty Travel Grant Program was approved by the SEC Presidents and Chancellors in June 2012 and has been extended through 2023-2024. It gives faculty from one SEC institution the opportunity to travel to another SEC institution to exchange ideas, develop grant proposals, and conduct research.

The SEC Visiting Faculty Travel Grant Program is intended to enhance faculty collaboration that stimulates scholarly initiatives between SEC universities. The program may not be used in conjunction with outside employment, and universities are not permitted to carry over unused grant funding. General program procedures are as follows:

- A faculty member may visit any Southeastern Conference institution (see below for a current list of SEC member universities), and consideration must be given to how many other visiting SEC faculty will be on a particular campus that year and/or in the same timeframe.
- Faculty members will be responsible for arranging coverage of their duties at their home institutions during their absence.
- A faculty member will contact a host unit (e.g., department, research center, school etc.) that they wish to visit to determine that unit's receptivity and availability.
- The host unit will formally invite the faculty member by sending a letter of invitation to be included in the faculty application packet.
- The host unit should announce the faculty member is visiting and the activities in which they will engage.
- 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.
- SEC travel grants are intended only for faculty members and may not be used for other individuals working with the faculty member.

- Travel funds may not be used for non-travel related expenses. The program is intended to lessen the financial burden associated with travel, lodging and meals.
- After the visit, the faculty member will submit a brief report to the Provost's office of their home institution describing outcomes of the visit.

Eligible applicants at USC Columbia include full-time faculty with title of assistant professor, associate professor, professor, or librarian, regardless of track. Faculty should submit applications individually. Joint or team/group applications are not allowed by the SEC. Travel must occur between August 1, 2023 and July 15, 2024.

Travel funds up to \$2,000 may be requested to visit one or more SEC universities. Reimbursement is based on actual expenditures incurred for faculty applicant only. The number of travel grants to be awarded is dependent upon the number of applications. All travel expenses are subject to state and university policies and procedures. Faculty who have not received a recent SEC faculty travel award may be prioritized.

Eligible faculty members are encouraged to apply for a travel grant by submitting the following: the first six should be combined as a single PDF document, with the head shot submitted as a separate file.

1. A three-page proposal (maximum) that includes name and title, discipline, objectives, timeline, and expected interactions with faculty of the institution to be visited.
2. A two-page curriculum vita that includes education, professional experience, evidence of scholarship, other information as appropriate of the applicant.
3. A one-page budget with amounts and description.
4. A short biography (no more than 250 words).
5. A letter of support from the department chair, school director or dean.
6. A copy of the invitation letter from the accepting host unit.
7. A professional head shot (color, 600 dpi resolution and jpeg format).

If you have any questions, please contact Vice Provost Cheryl Addy by phone or email: caddy@mailbox.sc.edu. A complete application packet should be emailed to Caroline B. Hulett: hulett@mailbox.sc.edu with the subject line: SEC Visiting Travel Grant_YOUR NAME no later than May 15, 2023. Award notifications will be sent out via email by May 22, 2023.

The Southeastern Conference Member Universities are listed below:

University of Alabama – Tuscaloosa, Alabama
 University of Arkansas – Fayetteville, Arkansas
 Auburn University – Auburn, Alabama
 University of Florida – Gainesville, Florida
 University of Georgia – Athens, Georgia
 University of Kentucky – Lexington, Kentucky
 Louisiana State University – Baton Rouge, Louisiana
 University of Mississippi (Ole Miss) – Oxford, Mississippi
 Mississippi State University – Starkville, Mississippi

University of Missouri – Columbia, Missouri
University of South Carolina – Columbia, South Carolina
University of Tennessee – Knoxville, Tennessee
Texas A&M University – College Station, Texas
Vanderbilt University – Nashville, Tennessee