FLORIDA STATE UNIVERSITY

Office of the Provost

Faculty Travel Grant

Online Application User Guide

For Applicants, Preparers, & Supervisors

A step-by-step guide to the Faculty Travel Grant workflow, accessed through FSU Single Sign-On (SSO).

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How to Use This Guide

The Provost's Faculty Travel Grant (FTG) program helps tenured and tenure-earning faculty offset the cost of traveling to present scholarly work at academic conferences and similar meetings. The program has moved from a PDF-and-email process to a fully online application built on the Decisions platform and accessed through FSU Single Sign-On (SSO).

This guide is organized by role. Find the role that matches what you do and follow the steps outlined in that section. The shared overview below explains how an application flows through the whole system, so you can see where your role fits.

If you are...	Go to
A faculty member applying for a grant	Part 1 — Faculty Applicants
Staff completing an application on behalf of a faculty member	Part 2 — Preparers
A supervisor approving a faculty member's application	Part 3 — Supervisors

The Application Workflow at a Glance

Every application moves through the same sequence of steps. Notification emails are sent at the following designated stages:

1. Applicant or Preparer completes and submits the application.
2. Supervisor approves or denies. A denial returns the application with a reason.
3. Provost's Office checks the application and documents for completeness.
4. Notification — the Provost's Office releases decision letters in batches. The travel representative is copied on final decisions.

Access: Everyone signs in with FSU Single Sign-On (SSO). Your role determines what you can see and do. Roles are assigned in the system, not chosen at sign-in.

PART 1

Faculty Applicants

1. About the Grant & Eligibility

The Faculty Travel Grant helps you offset the cost of traveling to present your work. Awards are funded by university dollars and are subject to both state and Board of Governors requirements.

- **Eligibility —** you must be a tenured or tenure-earning faculty member. Please see our website for further guidelines.
- **Award limits —** up to $1,000 for domestic travel and up to $1,500 for international travel.

What's new

- Sign in to FSU Decisions through FSU Single Sign-On. No separate account is required.
- Your name, rank, department, and email populate automatically.
- Save a draft and finish later.
- Receive email notification after submission and supervisor approval.

2. Before You Begin

2.1 Deadlines

Your travel falls into one of two terms based on when the meeting takes place. Apply by that term's deadline:

Term	Travel Takes Place	Application Deadline
Spring	January 1 – June 30	March 15, 5:00 p.m.
Fall	July 1 – December 31	October 15, 5:00 p.m.

Weekend deadlines: If a deadline falls on a weekend, it rolls to the following Monday at 5:00 p.m.

Travel that crosses terms: If your dates span both windows, you may apply under either term (but only one).

2.2 Documents to have ready

Attach your files in the *Document Requirements* section and then set the dropdown menus beside each item you have provided. The following documentation is required for every application:

- **Acceptance letter or email:** confirmation your work was accepted.
- **Conference program or web page:** may be preliminary; must show your name, presentation details, and the conference title, location, and dates. If the program is extensive, include only the cover page(s) and the page(s) listing your presentation.

- **Receipts or quotes:** actual receipts if your travel has already taken place or quotes from Concur/Lightning or the conference website if not. Your requested amount must be supported by either the receipts or the quotes adding up to at least that amount.

> **Note:** The system does not automatically match your files to the dropdowns you set. Missing items are flagged during Provost's Office review, which can delay processing, so double-check your attachments before submitting.

3. Signing In

The application is accessed through FSU Single Sign-On using your existing FSUID and password. There is no new account to create.

1. Open the application link provided by the Office of the Provost.
2. Sign in with your FSU Single Sign-On credentials.
3. Complete two-factor authentication (Duo) if prompted.
4. You'll arrive at your dashboard, where you can start a new application or resume a saved one.

4. Your Dashboard

Your dashboard, titled **Faculty Travel Grants – Employee Dashboard**, is your home base. Use **Add New** to start an application, switch between the **InProgress** and **Submitted** views to find what you are looking for, and use the **Term** selector to choose the application cycle (e.g., 2026-Fall). Each row shows the Case Id, the Case Id creation date, your EMPLID, your name, and your email, as well as the meeting and presentation titles. Use the arrow button at the end of a row to open an application.

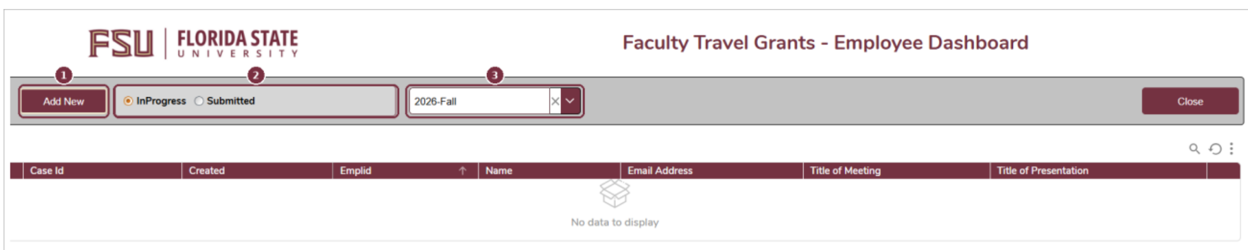

Figure 1. The Employee Dashboard. (1) Add New starts an application. (2) Switch between InProgress and Submitted. (3) Choose the term.

> **Case Id:** A new application receives a Case Id — in the format HRFTG-0000046 — when you first save it. It appears in the first column of your dashboard and identifies your application. Note it somewhere safe.

5. Completing the Application

The online form is organized into sections. Required fields are validated before you can submit.

5.1 Your Information (populates automatically)

The top of the form is populated from HR records and is read-only when you complete your own application: EMPLID, name, faculty rank, college, school/department, supervisor ID, and FSU email address. If anything looks wrong, contact the Office of the Provost before submitting.

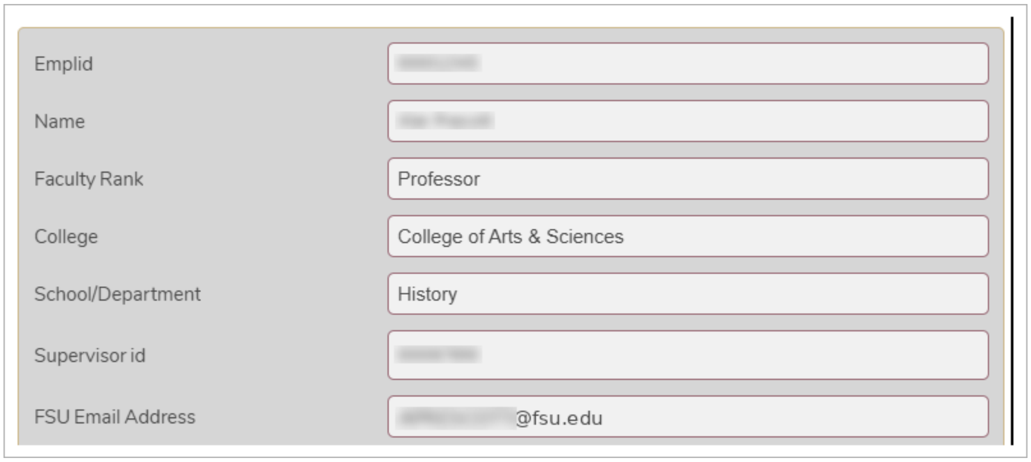

Figure 2. Your information, filled in automatically from HR records and shown read-only.

5.2 Travel Representative

Directly beneath the read-only block are two fields for your departmental travel representative: **Departmental Travel Representative** and **Travel Representative's Email Address**. Both are free-text fields and both start empty. There is no dropdown to choose from and nothing is filled in for you. If you are not sure who your travel representative is, check with your department before you submit.

> **Good to know:** Your travel representative is copied only on final decision emails — not on every notification.

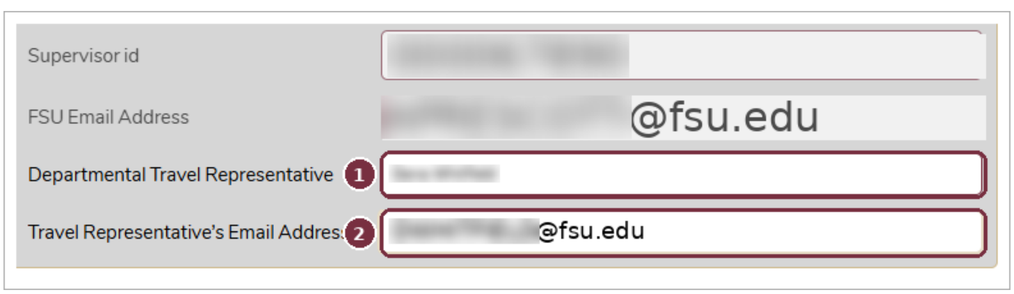

Figure 3. The travel representative fields. (1) Representative's name. (2) Representative's email address. Both are typed in — neither is pre-filled.

5.3 Presentation Detail

- **Title of Meeting:** spell out any acronyms.
- **Location of Meeting:** city and state, or city and country.
- **Date of Meeting:** from and To dates, set with the calendar pickers.
- **This conference is**: the scope of the conference (Regional, National, or International).
- **Please check one of the following:** select the term option that applies to your travel.
- **Brief Description of Nature of Meeting and of the Sponsoring Organization:** a short description of the meeting and who runs it.
- **Is this a regularly occurring meeting?** Annual, semi-annual, and so on.
- **Title of Presentation:** the title of the work you are presenting.
- **Type of Presentation:** Paper/Oral, Poster, Performance, or Other. If Other, specify. If Poster, provide evidence that a poster was the only option or that other formats were severely limited.
- **Has your abstract, paper, or presentation been reviewed for acceptance?** Indicates whether your work went through peer review.
- **Are you the presenter?** You must be the person who presents the work.
- **Co-authors and their affiliations:** list any co-authors (optional).

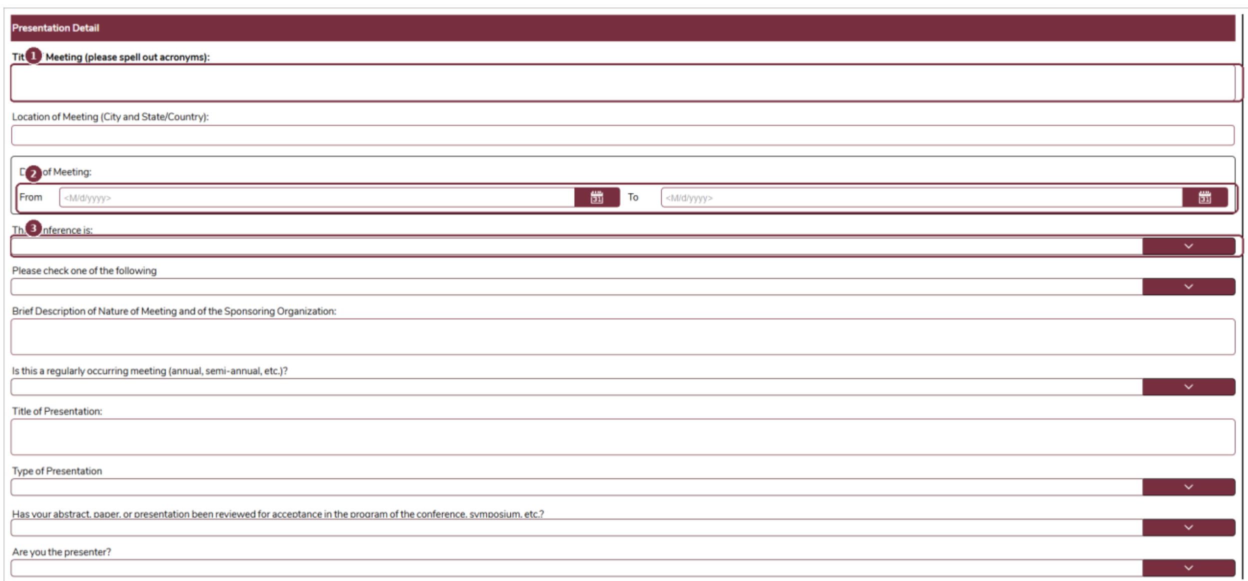

Figure 4. The Presentation Detail section. (1) Title of Meeting. (2) Meeting dates. (3) Conference scope.

5.4 Travel Additional Detail

This section opens with a reminder that all travel must follow current FSU travel restrictions, with a link to the Travel Reference guide. Enter the total amount you are applying for (up to $1,000 domestic / $1,500 international); your supporting documents must total at least that amount. Then list which alternative sources of support are available to you, and any funds you have received from the program in the last three academic years. For previous funds, enter **NONE** if there are none, otherwise list them as “Fall 2025,” for example. An optional box lets you provide additional information for the committee.

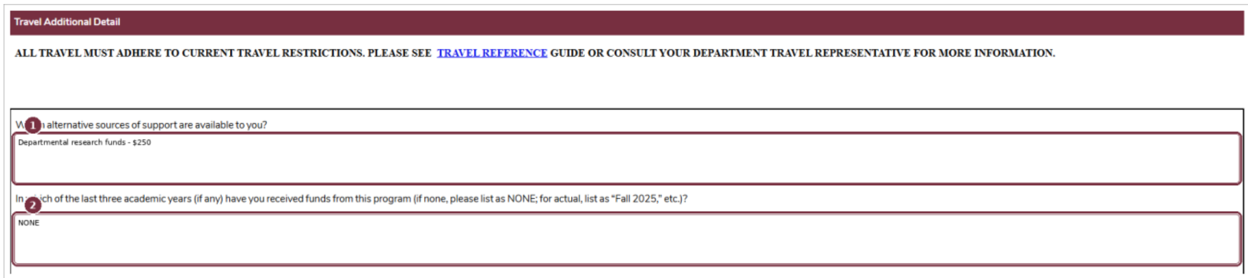

Figure 5. Travel Additional Detail. (1) Alternative sources of support. (2) FTG funds received in the last three academic years.

5.5 Required Attestation

Because this grant is funded by university dollars, applications must meet state and federal requirements, including Florida Statute 1004.06 and Board of Governors Regulation 9.016. The attestation lists specific restrictions and then asks two required questions — one about your conference or event theme and its call for papers, and one about your own presentation. Read the four restrictions carefully before answering.

> **Important:** Both answers must be “No” to remain eligible. If either is “Yes,” the Office of the Provost cannot fund the presentation.

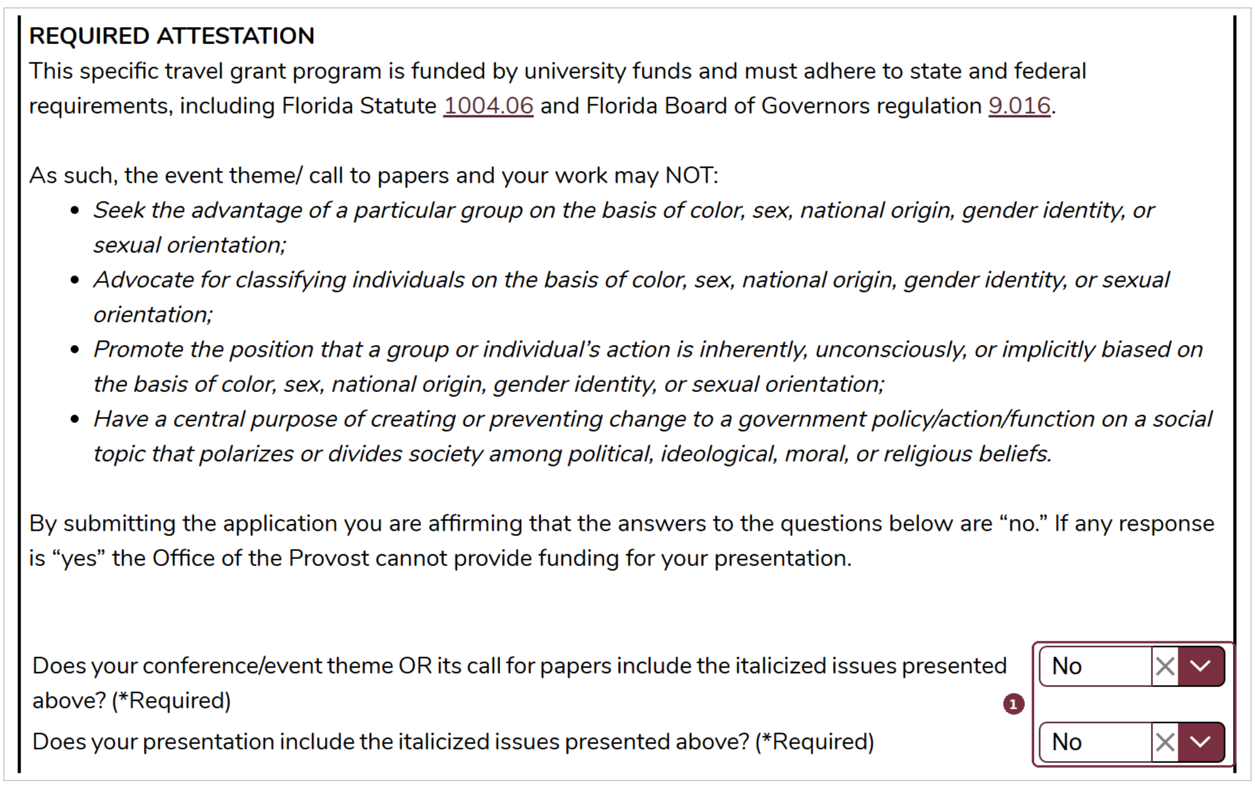

Figure 6. The required attestation. (1) The two required questions

5.6 Uploading your Documents

Use **Add Attachments** to upload your files (pdf, jpg and png are recommended formats) and then set the dropdown beside each item you have provided. Uploaded attachments appear in the Current Attachments List. The three required items are the acceptance letter, the conference program, and your receipts or quotes. The expense categories are listed next (airfare/railroad/bus, rental car, taxi, parking, mileage, hotel, and conference registration).

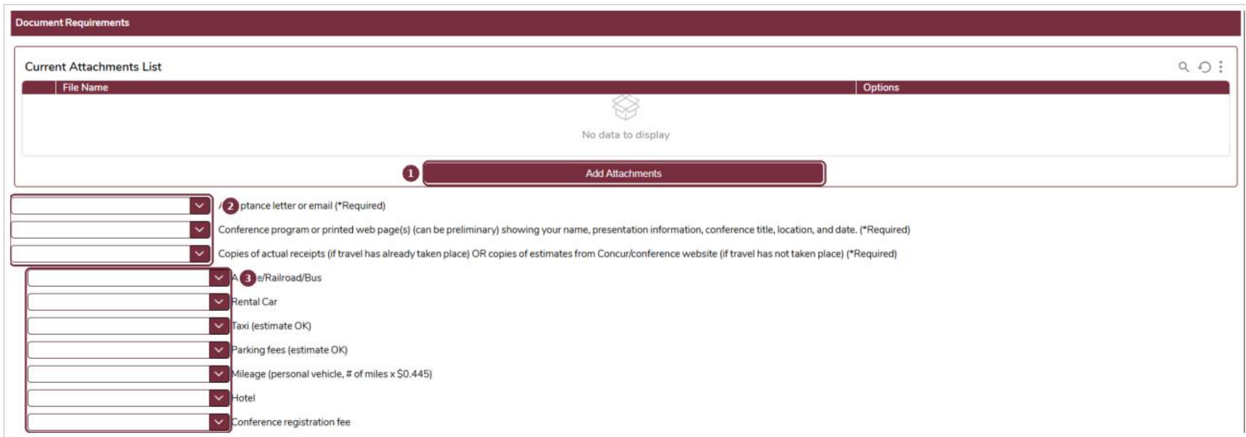

Figure 7. The Document Requirements section. (1) Add Attachments uploads your files. (2) The three required items. (3) Expense categories.

6. Saving and Submitting

You do not have to finish in one sitting. Saving generates your Case Id and stores your progress. When every required field is complete, submit the application. A confirmation appears on screen, a copy of the request is emailed to you, and the application routes to your supervisor for approval. Questions about a submitted request should be directed to provost-ftg@fsu.edu.

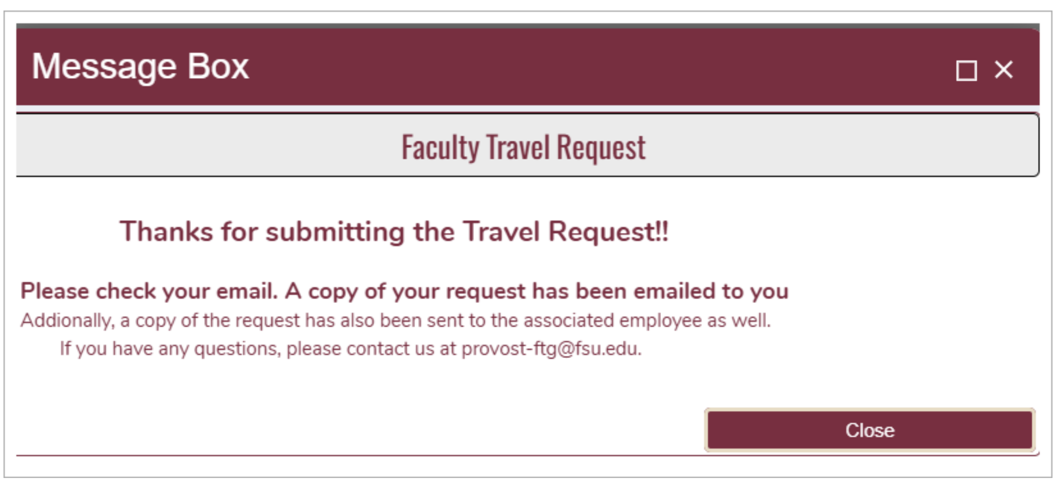

Figure 8. The confirmation shown after a successful submission.

7. After You Submit

Your application moves through the workflow automatically, with an email at designated stages. Emails you may receive:

When	What the Email Tells You
After you submit	Submitted and awaiting supervisor approval.
Supervisor approves	Approved and now under review.
Supervisor denies	Denied by your supervisor, with reason(s); address and resubmit.
Returned by Provost's Office	Needs more information, with reason(s); update and resubmit.
After you resubmit	Resubmission received and awaiting further review.
Final decision	Award, conditional award, or denial, released by the Provost's Office.

> **Cancel option:** If you need to withdraw an application that is still moving through review — for example if your travel is cancelled or your presentation is no longer going ahead — you can request an administrative cancellation by sending an email to provost-ftg@fsu.edu.

8. If Your Application Is Returned

If your supervisor or the Provost's Office sends your application back, this is a normal part of the process. The notification email shows the reason(s).

1. Open the application from the email link or your dashboard.
2. Review the stated reason(s) for return.
3. Make the corrections or add the missing information or documents.
4. Resubmit. You will get a confirmation that it is awaiting further review.

> **Re-approval from supervisor is not required:** Once your supervisor has approved, resubmitting after a Provost's Office return does not send it back through supervisor approval.
>
> **Address the reasons for return:** If you do not address the reasons for return and resubmit, your application will not be considered complete and cannot receive a decision.
>
> **Cancel option:** If your application should not move forward — for example if your travel is cancelled or your presentation is no longer going ahead — you can request an administrative cancellation by sending an email to provost-ftg@fsu.edu.

9. Final Decisions

- **Awarded:** approved; your letter includes the amount and the claim deadline.
- **Conditionally Awarded:** approved subject to a condition, such as submitting a document; your letter explains it.
- **Denied:** not funded; the letter lists the reason(s).

Claim deadlines depend on term, and your award letter states the exact date — always go by the date in your letter. The letter also explains how the funding is processed depending on whether your travel has already occurred, and provides the Department ID and Fund Number your travel representative will need to process the reimbursement.

We are pleased to announce that you have been awarded $**1,500.00** by the Faculty Travel Grant Committee for your from **8/20/2026** to **8/26/2026** conference travel to **Buenos Aires, Argentina**.

Listed below are ways the funding of this grant will be processed:

1)If travel has not yet taken place, *have your travel representative prepare a Travel Request for the amount of the travel award only, using the Faculty Travel Grant Department ID* **057002** *and the Fund Number* **140**. *Once the trip is completed, it will be necessary to do an Expense Report. Upload receipts to the Expense Report in Concur as required.*

2)If travel has already taken place *and your department has funded the trip, please have a representative from your department fill in the “Currently Recorded” section of a Departmental Online Journal Entry Form (instructions and PDF form available here). Attach to it a copy of this letter, a copy of the Expense Report, AND a copy of the journal page showing that the expense has been paid and send it ELECTRONICALLY to* **provost-ftg@fsu.edu**. *Please be sure to note the name of the faculty member and the semester and year of the award in the “Purpose of Transaction” section of the DOL Form.*

3)If travel is complete and was personally funded, *please have your travel representative prepare and submit a Travel Request and an Expense Report using the Faculty Travel Grant Department ID* **057002** *and the Fund Number* **140**'

This grant is for the indicated award only and the proper receipts must be submitted in Concur for reimbursement. All expenses must be within State guidelines or a justification must be included. The amount may not exceed the above stated award, and as per the guidelines, meals or per diem will not be reimbursed. All airfare must be purchased in Concur or over the phone with our travel agency, Collegiate Travel Planners (CTP).

PLEASE NOTE: The deadline for claiming awarded funds for **Fall-2026** is **2/28/2027**. This means that all expense reports in Concur and/or DOLs must be received for approval by the Office of the Provost by this date or the award will be forfeited and returned to the Provost’s Faculty Travel Grant fund for future applications.

If you have any questions, please e-mail provost-ftg@fsu.edu.

Figure 9. An award letter, showing the amount, the instructions for reimbursement, and the claim deadline.

We are pleased to announce that you have been conditionally awarded $**1,500.00** by the Faculty Travel Grant Committee for your from **9/16/2026** to **9/20/2026**conference travel to **Barcelona, Spain**.Your receiving this funding is contingent upon your supplying a conference program that lists your name and presentation title to **provost-ftg@fsu.edu** before submitting your expense report. A printed program in pdf form is the preferred format, but others may be acceptable if this is not available.

Listed below are ways the funding of this grant will be processed:

1)If travel has not yet taken place*, have your travel representative prepare a Travel Request for the amount of the travel award only, using the Faculty Travel Grant Department ID* **057002** *and the Fund Number* **140***. Once the trip is completed, it will be necessary to do an Expense Report. Upload receipts to the Expense Report in Concur as required.*

2)If travel has already taken place *and your department has funded the trip, please have a representative from your department fill in the "Currently Recorded" section of a Departmental Online Journal Entry Form (instructions and PDF form available* *here* *). Attach to it a copy of this letter, a copy of the Expense Report, AND a copy of the journal page showing that the expense has been paid and send it ELECTRONICALLY to* **provost-ftg@fsu.edu***. Please be sure to note the name of the faculty member and the semester and year of the award in the "Purpose of Transaction" section of the DOL Form.*

3)If travel is complete and was personally funded*, please have your travel representative prepare and submit a Travel Request and an Expense Report using the Faculty Travel Grant Department ID* **057002** *and the Fund Number* **140**'

This grant is for the indicated award only and the proper receipts must be submitted in Concur for reimbursement. All expenses must be within State guidelines or a justification must be included. The amount may not exceed the above stated award, and as per the guidelines, meals or per diem will not be reimbursed. All airfare must be purchased in Concur or over the phone with our travel agency, Collegiate Travel Planners (CTP).

PLEASE NOTE: The deadline for claiming awarded funds for **Fall-2026** is **2/28/2027**. This means that all expense reports in Concur and/or DOLs must be received for approval by the Office of the Provost by this date or the award will be forfeited and returned to the Provost's Faculty Travel Grant fund for future applications.

If you have any questions, please e-mail provost-ftg@fsu.edu.

Figure 10. A conditional award letter, stating the condition that must be met.

We regret to inform you that after careful consideration, your application to the Provost's Faculty Travel Grant Fund was denied by the Committee for the following reason(s):

- **Not a regularly occurring conference (i.e., a one-time only conference at a university or workshop, an inaugural conference, etc.).**

We encourage you to apply again in the future. If you have questions or concerns, please contact provost-ftg@fsu.edu.

Figure 11. A denial letter, listing the committee's reason(s) for denial.

PART 2

Preparers

10. What a Preparer Does

A preparer is someone who completes and submits a Faculty Travel Grant application on behalf of a faculty member (e.g., a department staff member submitting on behalf of a professor). As a preparer you complete the same application the faculty member would, but the workflow always routes to the faculty member's supervisor.

> **Authorization required:** Before you can submit on someone's behalf, you must check the box confirming: "I am authorized to complete and submit this form on behalf of the applicant."

11. Starting an Application on Behalf of a Faculty Member

Sign in with FSU Single Sign-On, then start a new application and indicate you are completing it on behalf of someone.

1. Open the application link provided by the Office of the Provost.
2. Use the employee search field to select the faculty member by EMPLID or FSUID.
3. Check the required authorization box.
4. The faculty member's data (name, rank, department, email) is pulled from PeopleSoft.

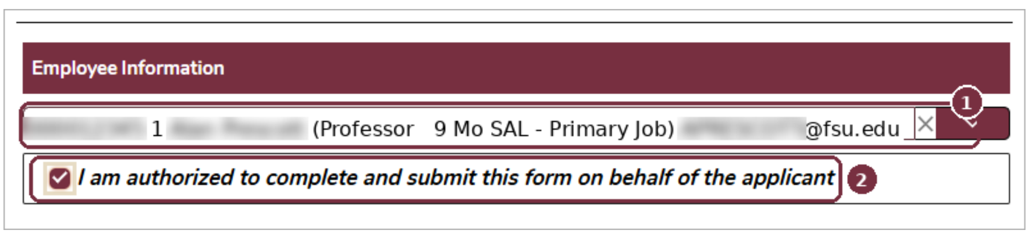

Figure 12. Starting an application for a faculty member. (1) Search for and select the employee. (2) Confirm you are authorized to submit on their behalf.

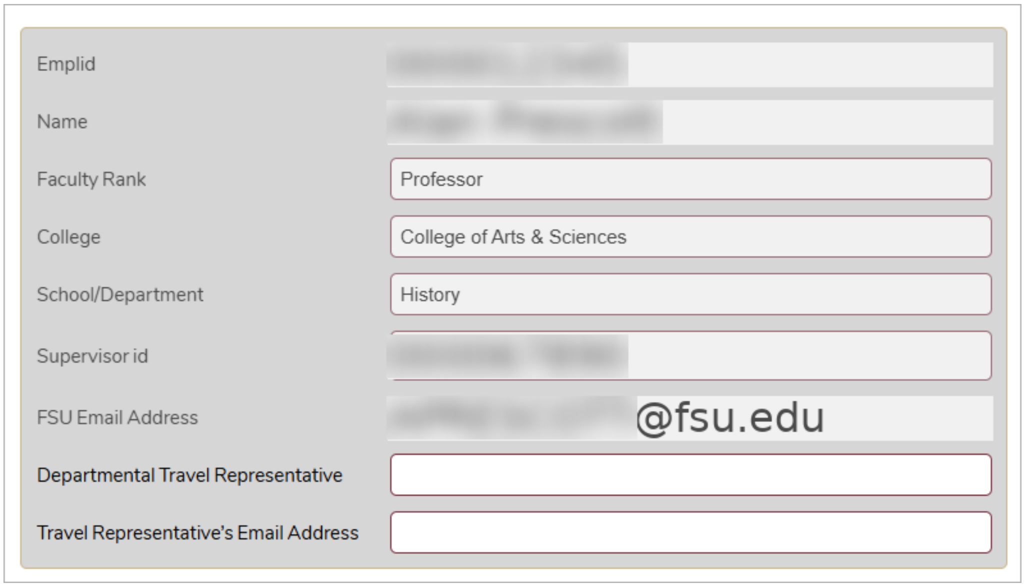

Figure 13. Once the authorization box is checked, the faculty member's details are pulled from PeopleSoft and shown read-only.

Your details: Your own information (name, EMPLID, email) is captured automatically from your sign-in and shown as read-only — you don't enter it.

12. Completing and Submitting

From here, the form is the same as the faculty applicant's. Follow Part 1, Section 5 for a field-by-field walkthrough of the meeting details, amount requested, compliance questions, and document uploads.

- You may save a draft and return to it later. The Case Id lets you resume.
- On submission, you will receive a confirmation email, and the faculty member's supervisor receives the approval request.

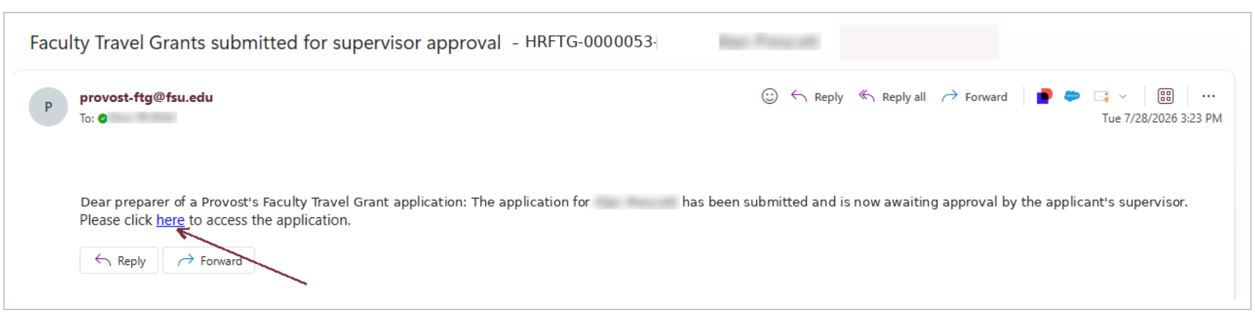

Figure 14. The confirmation email a preparer receives, naming the applicant and linking to the application.

13. What Happens After You Submit

The application follows the standard workflow. As a preparer, the key thing to know is that returns come back to you.

> **Returns route to the preparer:** If the application is sent back at any step — by the supervisor or the Provost's Office — it routes to you (the preparer), not directly to the faculty member. You make the corrections and resubmit.

Emails you may receive as a preparer mirror the applicant's, addressed to you and referencing the applicant by name:

When	What the Email Tells You
After you submit	The application for [applicant] was submitted and is awaiting supervisor approval.
Supervisor approves	The application for [applicant] was approved and is under review.
Supervisor denies	Denied by the supervisor, with reason(s); address with the supervisor and resubmit.
Returned by Provost's Office	Being returned, with reason(s); update and resubmit.
After you resubmit	Resubmission for [applicant] received and awaiting further review.

14. Responding to a Return

1. Open the application from the email link or your preparer dashboard.
2. Review the reason(s) for the return.
3. Make the corrections or add the missing documents. Coordinate with the faculty member and, for a supervisor denial, with the supervisor.
4. Resubmit.

> **Cancel option:** If an application sent back to you should not move forward, you can request an administrative cancellation by sending an email to provost-ftg@fsu.edu.

PART 3

Supervisors

15. Your Role in the Workflow

When your direct report submits a Faculty Travel Grant application, it routes to you for approval before it reaches the Provost's Office. Your approval confirms you support the faculty member's travel; it is a required step for the application to move forward.

> **What you can and can't do:** You can approve or deny the application. You cannot change the requested award amount, add attachments, or edit any other fields. Your role is the approval decision only.

16. Reviewing and Approving

You will receive an email when an application needs your approval. It contains a secure, individually authenticated link. Open it and sign in with FSU Single Sign-On. The approval screen shows the total amount requested, a Comments box, and the **Approve** and **Deny** actions at the top. Below the applicant's attachments, the application is rendered as a PDF you can scroll through, so you can read what was submitted.

1. Open the approval link in the email notification or open the Supervisor Dashboard.
2. Sign in with FSU Single Sign-On (the link is unique to you).
3. Review the application details.
4. Choose Approve or Deny.

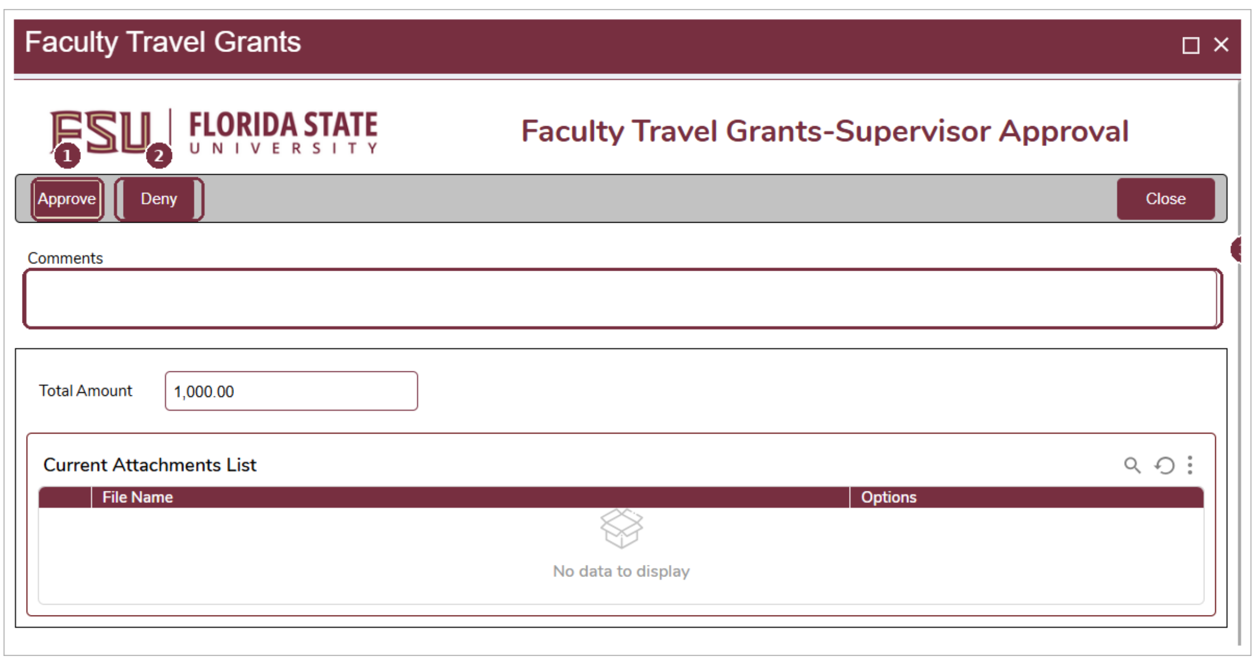

Figure 15. The Supervisor Approval screen. (1) Approve. (2) Deny. (3) Comments (optional to approve, required to deny).

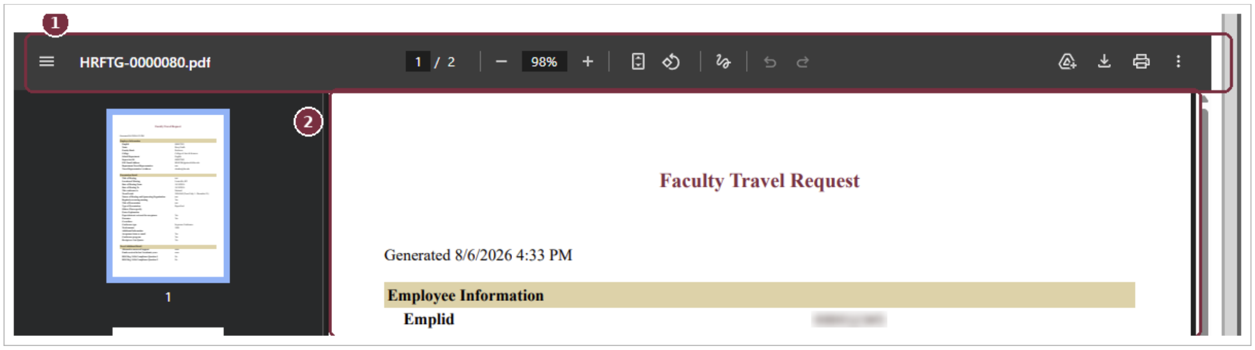

Figure 16. Further down the same screen. (1) The applicant's attachments. (2) The submitted application, rendered as a PDF.

16.1 Approving

Approving routes the application to the Provost's Office. You may add an optional comment, which will be visible.

16.2 Denying

Denying returns the application to the applicant (or preparer) so it can be addressed and resubmitted.

> **A reason is required to deny:** The system requires a comment when you deny. Your reason is included in the notification the applicant or preparer receives.

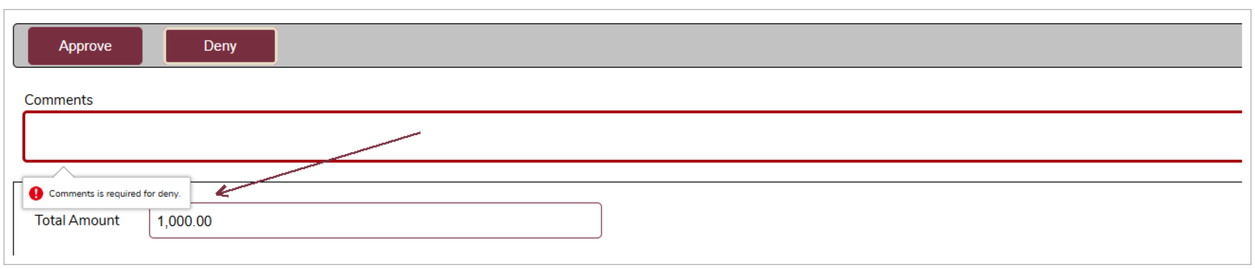

Figure 17. Denying without a comment is blocked: the system reports that comments are required for a denial.

17. Your Supervisor Dashboard

The Supervisor Dashboard lists the applications that involve you. Use the **Pending For Approval** filter to see what still needs your decision, or **Already Approved or Denied** to look back at ones you have already acted on, and set the **Term** selector to the cycle you are reviewing. Each row shows the Case Id, the applicant's EMPLID and name, the meeting and presentation titles, and when it was created. Use the arrow button at the end of a row to open an application and act on it, or **Download Report** to export the list you are looking at.

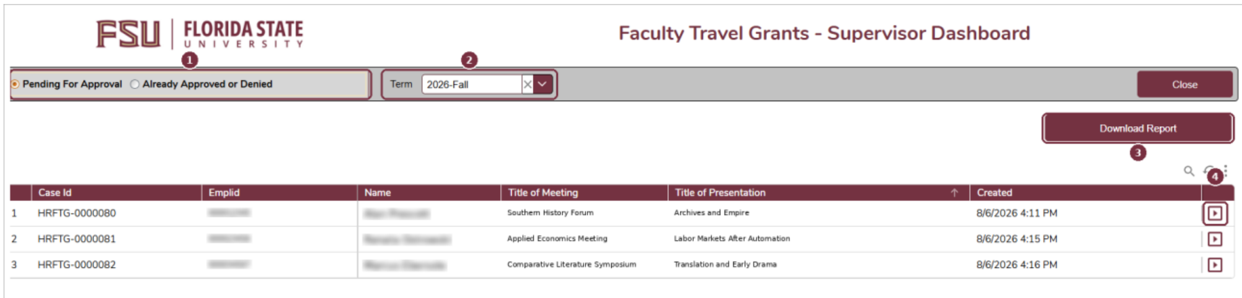

Figure 18. The Supervisor Dashboard. (1) Filter between pending and completed decisions. (2) Choose the term. (3) Download Report exports the list you are viewing. (4) The arrow opens an application.

18. Resubmissions

You approve an application once. If it is later sent back to the applicant by the Provost's Office and the applicant resubmits, it does not return to you. Your approval carries forward.

> **Approval persists:** Supervisor approval is skipped on later passes through the workflow. You will not be asked to re-approve an application you have already approved.