Propel Travel Grants for External Presentations and Performances
Division of Research at Bowling Green State University

Fall 2025 Application Deadline: Friday, September 12th at 5:00pm Eastern Time (ET)
Spring 2026 Application Deadline: Friday, February 13th at 5:00pm ET

Purpose: Created to complement and extend existing travel funding, these *competitively* selected grants will provide up to $500 to support the travel expenditures of eligible BGSU faculty members who will deliver (a) invited or contributed presentations at academic conferences *or* (b) invited or contributed creative performances at a professional external venue.

Eligibility:
- All BGSU Bargaining Unit Faculty Members are eligible to apply.
- Eligible faculty can receive up to 1 competitively selected Propel Travel Grant per academic year to support their travel expenses.
- The conference, performance, or external venue should be hosted by a national or international organization.
- Applicants should follow BGSU's University Travel policies (such as 3341-6-47 and 3341-3-83).
- Applications must be submitted *prior to travel*. Retroactive requests made after travel has been completed will not be considered.
    - All expenditures for Fall 2025 Propel Grants must be spent between October 1, 2025 and September 30, 2026.
    - All expenditures for Spring 2026 Propel Grants must be spent between March 1, 2026 and September 30, 2026.

Application Process:
1. Eligible faculty should submit their application and materials using our online form, which is located on our Find Funding webpage. Applications submitted by email and late applications will not be considered.
    a. Fall 2025 Propel Grant applications are due by 5:00pm ET on Friday, September 12, 2025.
    b. Spring 2026 Propel Grant applications are due by 5:00pm ET on Friday, February 13, 2026.
2. The application requires the following information:
    a. Applicant's name, email address, office phone, rank, department/school, and the name and email address of the budget administrator in the applicant's department/school
    b. The title of the presentation/performance, travel dates, location, and the name of the event's sponsoring/host organization
    c. Official verification that a presentation or performance will be made at an academic conference or external venue (hosted or sponsored by a national or international organization).
    d. A full budget that identifies (1) the applicant's professional expenses needed to complete the presentation or performance and (2) each expense's funding source. For example, an applicant might indicate they plan to spend their Propel Travel Grant ($500) to cover airfare for an academic conference. They might plan to use their

annual professional development funds to cover their hotel/lodging and conference registration fees.

    e. Statement of Need (up to 500 words): Please clarify the significance of the presentation or performance and provide a brief explanation of why the travel funds are needed. If the applicant already has external funding, professional development funds, and/or start-up support, please explain why additional funding is needed.

Review Process:
1. The Division of Research will screen each application to confirm its eligibility.
2. Next, the Division of Research will review each application based on (a) the significance of the presentation or performance in supporting the faculty member's professional success and (b) the impact of their presentation or performance, (c) the applicant's need for travel funding, and (d) the proposed budget.
3. All applicants will be notified about their funding decision by September 30, 2025 (for Fall 2025 applications) and February 27 (for Spring 2026 applications).

Final Report:
A final report should be submitted using our online form by 5pm ET on October 31, 2026. Failure to submit a final report may disqualify the faculty member from future internal grants from the Division of Research. If there are any questions, please contact us at researchdevelopment@bgsu.edu.