



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

MEMORANDUM

TO: Faculty – Norman Campus

FROM: André-Denis Wright  
Senior Vice President and Provost

DATE: April 11, 2024

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 2023-24, the grant may be used only to support **mission critical activities**, those 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.

**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, 2023; February 19, 2024; and May 1, 2024.

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 care plan.
- General impact on research agenda.

**Disbursement**

Disbursements under the program will be made after completion of travel as a supplemental payment. Supplemental payments will be administered through the university payroll system. Payment under this program is reported to the Internal Revenue System as taxable income.

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

**Application Procedure**

[Please fill out the application here](#) and email by the deadline to [facultyaffairs@ou.edu](mailto:facultyaffairs@ou.edu).