

FACULTY CONFERENCE TRAVEL GRANT APPLICATION - Fall 2020

Faculty travel grants are intended to promote the original research and creative work of faculty within the Sam Fox School at national and international conferences. Through the presence of faculty at significant scholarly gatherings, the school will continue to build its reputation and support the recruitment of exceptional academic peers and students. Typically, faculty are required to be present research/creative activity, deliver a keynote or lecture, or facilitate a panel to be funded. All tenured and tenure-track faculty members are eligible to apply.

For Fall 2020, University-sponsored travel will not be allowed due to COVID-19. However, the school will cover registration fees for virtual conferences. On a case-by-case basis, funding may be available to faculty who are not actively presenting, but would benefit significantly from taking part in a conference for their teaching, research, or service.

Applications must be submitted at least 2 weeks before the conference. No awards will be made retroactively. Grants up to \$500 will be made for virtual conference participation. Payments will be made in the form of reimbursements. Digital receipts will be required. Faculty are eligible for up to two conference travel grant awards per fiscal year.

Name: _____

Academic Rank & College: _____
(Tenured and tenure-track faculty are eligible to apply)

Conference Name: _____

Conference Dates: _____

Conference Web Site: _____

Conference Role (presenter, panelist, keynote speaker, etc.): _____

Brief overview of the creative work/research you will present or thesis of the panel you will participate on or chair OR rationale for how participation in this conference will elevate your research, teaching, and/or service:

Development Funding and Travel Budget

Faculty conference awards are supplemental to professional development funds. Applicants will need to demonstrate productive use of their development funds in support of their creative, scholarly, or research work to qualify for conference grants. When possible, development funds should be used to match grant funds for conference participation.

Itemized budget of your development fund spending for the academic year (account for all of your development funds for the year, indicating what has been spent as well as spending that is anticipated):

Activity	Cost
Total (should equal your total development funds for the year)	

Brief itemized budget for your conference travel request (you may request up to \$500 for conference participation):

Activity	Detail	Cost
Conference Registration/Fees		
Transportation		
Lodging		
Meats		
Other		
Total Request		

Please attach any relevant letters of invitation, paper abstracts, or other supporting documents to your application.

Submit applications to **Julie Owens** in the Sam Fox School Dean’s Office.

Questions may be directed to Associate Dean **Nicole Allen**.