

## TRAVEL GRANT APPLICATION PROCESS

Applicants should submit the following materials:

### I. Cover Sheet

An [application cover sheet](#) is required with each submission.

### II. Description of Project

Applicants should give special attention to the following:

- The nature of the conference (regional, local, national, standing in field, etc.) and the applicant's role in the conference (attendee, presenter of paper, panel member, etc.).
- How participation in this conference furthers a particular scholarly project, pedagogical imperative, or how it addresses any special needs of the department or the University.
- Indicate any other University-supported conference the applicant is planning this year. To be attending more than one conference does not disqualify the applicant from serious consideration, but may constitute as one among many other factors in the allocation of scarce resources. In some instances, it may enhance the credibility of the request by emphasizing the level of scholarship or activity.
- A statement from department chair or dean regarding the level of travel support available per faculty member. This should include any restricted funds with endowed chairs (if the applicant holds such a chair) and special college-specific awards.

### III. Statement of Support

Normally an application will not include a letter of recommendation or statement of support from a dean or department chair. However, the Committee to Enhance Learning and Teaching reserves the right to request such a letter if the Committee believes that it would be helpful in making a decision on an application.

### IV. Budget

A brief, but specific statement of how the award will be spent (travel, lodging, food, conference fees, etc.). It will be helpful to provide the total costs even when a portion is being solicited.

### V. Deadline for Applications and Date of Award

For the fall semester awards, applications must be submitted to the Provost's Office by October 15, and awards will be announced and funds granted by December 1.

For the spring semester awards, applications must be submitted to the Provost's Office by January 15 and awards will be announced and funds granted by March 1.

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