



## **FACULTY TRAVEL GRANTS (Up to \$1,000 awards)**

### **Description:**

The BJ Moore Center for Faculty Innovation has secured funding from Title III to provide faculty travel grants to offset expenditures related to conference participation. The grant is available to those who will present at a conference/ academic meeting between October 1, 2020 - September 30, 2021. Grants will also be offered as reimbursements for travel that occurred during the award year. The program is designed to support tenured and tenure-track faculty members in their efforts to engage in professional development opportunities by presenting research and creative works at national and international meetings/ conferences.

### **Requirements:**

1. Application Form
2. Proof of Conference Participation/ Acceptance
3. Agreement to present at a Faculty Institute after receiving an award. (Those who do not present become ineligible for future funding).
4. Approved B-CU Travel **Authorization (This form must be presented after award notification.)**
5. B-CU Travel Expense Report (This form must be completed 7-10 days after travel has occurred; **If the award is for reimbursement, it must be presented at the time of the Faculty Travel Grant Application.**)
6. Grant recipients must present at the Faculty Institute closest to their return from a conference. For example, if you present at a conference in March and receive travel grant funds, you must present at the August faculty institute. For those who have presented at a conference, you will present at the faculty institute nearest your travel grant award notification.

### **Eligibility:**

- Faculty applicants must be tenure-track or tenured
- Presenting at a conference between October 1, 2020 - September 30, 2021
- Faculty applicants who receive funding are eligible for only one award per fiscal year to provide opportunities for as many faculty members as possible.

**Note for 2020-2021 Applications: Rolling Deadline (Applications must be submitted at least three weeks before travel or 7-10 days after travel for reimbursement.)**



# FACULTY TRAVEL GRANT APPLICATION

Application for 2020-2021

(Budget year for grant runs from 10/1/20- 9/30/21)

Maximum Award: \$1,000

## SECTION I - FACULTY INFORMATION

LAST NAME:

FIRST NAME:

EMPLOYEE ID NUMBER:

RANK/TITLE:

DEPARTMENT:

COLLEGE/SCHOOL:

TENURE STATUS:      TENURED      TENURE TRACK      NON TENURE (include letter from Dean)

## SECTION II - TRAVEL INFORMATION

CONFERENCE/ EVENT NAME :

PRESENTATION TITLE/ TOPIC:

TYPE OF PRESENTATION:      PAPER      POSTER      ROUNDTABLE      WORKSHOP  
OTHER

DESTINATION:

NAME OF ORGANIZATION/EVENT:

START DATE:

END DATE:

DEPARTURE DATE:

RETURN DATE:

AIRFARE COST:

CONFERENCE FEE:

HOTEL COST:

FUNDING AMOUNT REQUESTED:

## SECTION III -PRESENTATION INFORMATION

INDICATE BENEFIT TO THE INSTITUTION:

ACCEPTED ABSTRACT/ PRESENTATION DESCRIPTION ( If you need additional space, please attach a separate sheet):

Applicant's Signature:

Date:

Department Chair's:

Date:

Signature Dean's Signature:

Date: