

Faculty Travel Grant Application Guidelines

These grants are competitive and meant to help cover the costs of travel and presenting scholarly work at recognized domestic or international conferences. The presentation can be in an online, platform, or poster format, but must take place within the current fiscal year. Attending a meeting, chairing or moderating, or accepting an invitation to present with a stipend or per diem does not qualify for this grant.

Preference is given to those who have already used their current professional development funds, lack support from their department, and have not received funding from other internal or external sources, such for example as FRCE.

The applicant must clearly and concisely explain why they need funding for a conference trip. To be considered, the following sections must be completed. Each application will be evaluated based only on the materials provided in the proposal.

- 1) Faculty Travel Grant Cover Page**
- 2) Conference Description:** Provide information about the location, scope, significance, and size of the conference in the Application Form. Also, explain how participating in this conference will contribute to your professional development. Additionally, describe any other conference activities you may be involved in, such as committees or grant/funding appointments. Lastly, indicate whether you are serving as a mentor for any students presenting at the conference and specify the number of students, if applicable
- 3) Abstract:** Provide the abstract originally submitted for presentation at the conference.
- 4) Budget:** Provide a detailed list of expenses related to conference travel and provide justification. You can either use a table or describe it in paragraph format.
- 5) Supporting Documents** Include in your application a document confirming that your project has been accepted for presentation. No funding will be provided for presentations that are not accepted.

1) Faculty Travel Grant Cover Page

Presentation Title

Conference Name

Presentation Type	State	Regional	National	International
	Poster	Platform	Invited Talk	

Faculty Presenter

Email

Department/Program

Phone

Budget Requested \$

Total Trip Expense \$

Other CMU Funding* \$

**Please indicate additional funding, applied for or received to support this trip. If you have start-up funds or other monies remaining in research accounts, and these monies are not being used, please explain why in the below space.*

Additional Information and Special Consideration (Yes, No)

Yes No

- Are all scholarly activities within your Online Faculty Information System (OFIS) current from the last 2 years? If “No”, funds will not be awarded
- Will you accept partial funding if full funding is not available?
- Have you previously received funding for this project through the CHP or FRCE?
- Do you plan to present research results at the CHP Annual Symposium?

Note: If University employment is terminated within the approved grant timeline, any unspent funds will revert back to the CHP.

Should funds be spent after leaving the University, I agree to reimburse the College the amount spent after the date of termination of employment.

AUTHORIZING SIGNATURES*

Applicant

Date

Department Chair

Date

**Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with a pencil.*