



## **Faculty Supplemental Travel Awards**

The Dean's Office has created a fund of \$15,000/annually to provide supplemental support for faculty travel to national and international conferences to present on their research. Full-time faculty may apply for funds from this pool based on the following criteria.

- Awards are for faculty to present their research at national or international meetings.
- Faculty can make Award applications to the Dean's Office at any time during the Academic Year.
- The maximum amount of an individual award will be \$1,000.
- All Professional Development Funds must be used first.
- Faculty can receive an Award only once in a two year period.
- Award decisions will be made by the Dean's Office.
- When the fund is depleted for the year, no more awards will be made.
- **Send 1-2 page requests to Associate Dean Linda Caron in a .pdf document via email.**

### **Faculty Supplemental Travel Award requests should include the following:**

Name, Title, Department

Research Presentation Abstract

National or International Conference Description and Website Address

Evidence of Presentation Acceptance

Budget and Amount Requested