



WAKE FOREST UNIVERSITY

PROVOST'S FUND FOR FACULTY TRAVEL – The College & Library

The Provost's Fund for Faculty Travel provides supplementary travel support for faculty participating in an academic conference, a diversity and inclusion event, or other select professional event by presenting or discussing a paper/film/project or chairing a session. The department chair or dean may recommend use of these funds for non-conference research related travel. Awards from the Provost Fund for Faculty Travel are available to all full time faculty. **Approval by the department chair or dean is required.** Please see Provost's website for additional information.

To ensure funding is available, please submit this completed form to the Provost Office by March 1. Faculty will be notified by March 15th if funding is not available. Submissions received after March 1 will be subject to funding availability.

NAME: _____

DEPARTMENT/SCHOOL: _____

CAMPUS EXTENSION: _____ E-MAIL ADDRESS: _____

Full Time Faculty Yes/No

RANK: _____ Professor
_____ Associate Professor
_____ Assistant Professor
_____ Visiting Professor
_____ Library Faculty
_____ Lecturer

STATUS: _____ Tenured
_____ Tenure-track
_____ Multi-year Contract

CONFERENCE OR RESEARCH TITLE: _____

AMOUNT OF MONEY REQUESTED: \$ _____ (up to \$1000 per academic year)

TRAVEL DATES: from _____ to _____

Have you fully used your travel allotment from your department or school? _____

If attending an academic conference, were you presenting or discussing a paper or chairing a session? Please attach a copy of the conference schedule to document your participation. _____

Please provide a brief description of your academic conference or research-related travel and a breakdown of expenses (attach additional sheets if needed).

Applicant's signature

Department Chair or Dean's signature

Please submit the completed form to the Provost Office in 204 Reynolda Hall.