PROVOST’S FUND FOR FACULTY TRAVEL – Professional Schools

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 restricted to tenured and tenure-track members of the faculty, visiting professors with renewed multi-year contracts (if their appointments continue through the award year), lecturers, and senior lecturers on continuing (two or more year) appointments on the Reynolda Campus. These funds are intended to be a matching grant for funds supplied by your school (up to $500). 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: _________________________________

RANK: ________ Professor                                                     STATUS: ________ Tenured

        Associate Professor                                                     ________ Tenure-track

        Assistant Professor                                                     ________ Multi-year Contract

        Visiting Professor                                                      ________ Multi-year Contract

        Library Faculty                                                         ________ Multi-year Contract

        Lecturer                                                                ________ Library Faculty

CONFERENCE OR RESEARCH TITLE: _____________________________________________________

____________________________________________________________________________________

AMOUNT OF MONEY REQUESTED: $_________________________ (up to $500 per academic year)

TRAVEL DATES: from _________________ to _________________

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

The Provost Office will match (up to a maximum of $500) funds provided by your 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.