



# SCHOLARS' TRAVEL FUND APPLICATION FORM

The CAS Scholars' Travel Fund provides supplemental funds to full-time, tenure-track faculty to support presentation of their scholarship or other significant involvement at professional conferences and scholarly meetings. Requests should be for travel within the US, Canada, and Mexico. This award is a 2:1 match, so a \$750 request requires \$375 in matching funds.

## A. APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Rank: \_\_\_\_\_ Your Dept: \_\_\_\_\_

## B. CONFERENCE INFORMATION

Name of Conference: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

### Purpose of Conference Travel (*check at least one*):

*If you are a presenter, attach abstract and notice of acceptance. If you are a chairperson, panelist, or other, attach a description of your involvement and documentation of your participation.*

<input type="checkbox"/>	Presenter of research, scholarship, or creative activity Title of session(s): _____
<input type="checkbox"/>	Serve as chairperson
<input type="checkbox"/>	Participate as panelist
<input type="checkbox"/>	Other. Describe: _____

## C. FINANCIAL INFORMATION

Total Estimated Cost of Trip: \$ \_\_\_\_\_

CAS STF Request (\$750 max): \$ \_\_\_\_\_ Total Matching Funds: \$ \_\_\_\_\_ (*min \$375 for \$750*)

### Matching Funds by Source

*(Authorized official should sign or initial where appropriate. Enter \$0 or leave blank if source is not applicable.)*

Amount	Source	Authorizing Official	Initials
\$	Department Contribution	Dept Chair/Head	
\$	External Grant Contribution	PI	
\$	Non-STF College Contribution	Dean	
\$	Other:	Other:	

## D. SIGNATURES

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair/Head \_\_\_\_\_ Date: \_\_\_\_\_

## **CAS SCHOLARS TRAVEL FUND GUIDELINES AND INSTRUCTIONS**

The purpose of the Scholars' Travel Fund (STF) is to provide faculty members with supplemental travel funds to support presentation of their research, scholarship, or creative activity, to serve as chairpersons, to participate as panelists, or to contribute in other appropriate manners at scholarly meetings in the USA, Mexico, or Canada.

### **ADMINISTRATION OF STF**

The STF is administered by individual schools/colleges and is funded by the Office of the Vice Chancellor for Research and Engagement. The awards may be used for expenses such as airfare, mileage, registration fees, taxis, trains, buses, subways, toll road charges, parking charges, meals, and lodging. Payment of association dues is not an allowable expense from the Scholars' Travel Fund.

The faculty member is responsible for ensuring that all University policies governing travel reimbursement are followed. This includes following the usual procedures for the submission of travel, registration, pay authorization, and reimbursement forms to the Business Office and any necessary follow up.

Faculty in the College of Arts & Sciences should use the application above and submit to the CAS Office of Research. Faculty in the School of Health & Human Sciences should apply to HHS using the [HHS application form](#). Faculty from other units should apply to the [Office of Research and Engagement](#).

### **ELIGIBILITY**

Scholars' Travel Fund awards are limited to full-time tenured or tenure-track faculty members at the rank of professor, associate professor, and assistant professor. Awards are limited to \$750 per trip and require a match of \$375. The match may be supplied by the applicant's department, external grants, or other appropriate sources. Matching funds may be distributed across multiple sources. The individual with authority to commit funds for the match must sign the form and/ or initial the match. Retroactive funding will not be considered.

To ensure a fair distribution of resources, faculty members may receive up to \$750 per fiscal year (July 1 through June 30). Awards generally will be provided to only one presenter of the same paper/poster. However, if the presentation requires several faculty members (i.e., members of an ensemble) all participants may request support.

Requests should be for travel in the US, Canada, and Mexico. Faculty seeking support for travel to other countries are referred to the International Travel Fund administered by the International Programs Center (<https://international.uncg.edu/>) or to the CAS International Travel Fund (<https://cas.uncg.edu/research/funding-sources/>). All travel outside of the United States, Canada and Mexico will be considered international travel.

### **APPLICATION**

Applications will be reviewed as they are received. A complete application should consist of the application form and relevant attachments. The application form should be submitted a minimum of two weeks before the first day of the conference. Faculty members are encouraged to submit applications as far in advance as practical.

No copies are needed. Funding decisions will be communicated to the applicant within one week of the submission date. If the funding decision has not been communicated within one week of submission date, follow up with Chad Fogleman at [jcfogleman@uncg.edu](mailto:jcfogleman@uncg.edu) to confirm receipt of the application.

## **DIRECTIONS FOR THE APPLICATION FORM**

### **A. APPLICANT INFORMATION**

Enter the applicant's name, email address and a telephone number.

Choose the applicant's rank and enter their department or center. In case of joint appointment, enter the department that will provide the match and will approve the travel form.

### **B. CONFERENCE INFORMATION**

Enter the name of the conference / sponsoring organization.

Enter the location of the conference.

Enter the dates of travel.

Check at least one purpose of travel and note documentation to be attached.

If presenting research, scholarship, or creative activity, indicate the title and attach an abstract of the presentation and official notice of acceptance. If serving as chairperson or a panelist, attach a description of the committee or panel including the applicant's responsibilities and an official invitation or documentation of participation. These could be in the form of an official acceptance letter, email, or program schedule. The faculty member's name should appear.

If the travel fits the Other category, provide a brief description and attach additional documentation of applicant's participation.

### **C. FINANCIAL INFORMATION**

Indicate the total estimated cost of the trip, including registration, travel, per diem and lodging.

Enter the amount requested from CAS STF fund, up to \$750 and the total amount of match. Because this is a 2:1 matching award, you must show at least \$375 in matching funds to request the full \$750 STF award.

Indicate the amount and source of matching contribution(s). Each contribution should be initialed by the individual with authority to commit funds for the match. If department funds are used, the dept head may simply sign the form, no initials needed. If external grants provide matching contributions, the Principal Investigator should initial the application or provide approval via email. If support will come from the sponsor of the conference or other sources, briefly describe and indicate the amount. If a signature is not obtainable, attach documentation describing the support. If personal funds will be used as match, please enter "personal funds" in "Other" line, enter "applicant" as the authorizing official, no initials needed.

Completed applications should be sent to the CAS Office of Research in 100 Foust or emailed to Chad Fogleman at [jcfogleman@uncg.edu](mailto:jcfogleman@uncg.edu).

**CAS STF applications should NOT be sent to Barbara Hemphill or to the Office of Research and Engagement.**