



SCHOLARS' TRAVEL FUND APPLICATION FORM

The CAS Scholars' Travel Fund provides funding to full-time, tenure-track faculty in the College of Arts & Sciences to support presentation of scholarship or other significant involvement at professional conferences and scholarly meetings within the US, Canada, and Mexico. This award requires a 50% match (a \$750 request requires \$375 in matching funds).

A. APPLICANT INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Email: _____

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*):

<input type="checkbox"/>	Presenter of research, scholarship, or creative activity
<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): \$ _____

Matching Funds (*must equal at least 50% of request*): \$ _____

Specify the source(s) / amount(s) of matching funds (*departmental funds, grant funds, etc.*):

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D. SIGNATURES

Applicant _____ Date: _____

Dept. Chair/Head _____ Date: _____

E. ATTACHMENTS

Attach a description of your involvement and documentation of your participation (abstract, acceptance email, program listing your session, etc.)

Email completed application with required signatures and attachments to the CAS Office of Research at casresearch@uncg.edu. (*Revised January 2026*)

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, contact the CAS Office of Research.

DIRECTIONS FOR THE APPLICATION FORM

A. APPLICANT INFORMATION

Enter the applicant's name and email address.

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.

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 total amount requested from CAS STF fund (up to \$750) and the total amount of matching funds. Because this is a 2:1 matching award, you must show at least \$375 in matching funds across all sources to request the full \$750 STF award. The amount requested from CAS STF and the matching amount do not need to equal the total trip cost.

Indicate the source and amount of matching contribution(s). 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 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 describe the match as "personal funds" and specify the amount.

D. Signatures

Digital signatures are acceptable.

E. Attachments

Attach a description of your involvement (abstract) and documentation of your participation (acceptance email from conference organizer, program listing your session, etc.)

Completed applications and attachments should be emailed to the CAS Office of Research at casresearch@uncg.edu.

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