



Provost Fund for Faculty Scholarship & Professional Development
PROVOST AWARD FOR TRAVEL APPLICATION

Applications must be typed. Deliver or mail one paper copy of the completed application to Sherry May, Office of Research, Suite #25, Kepner Hall, or email a scanned copy to sherry.may@unco.edu, or fax to the attention of Sherry May at 970-351-1934. All submissions must include signatures (not typed or printed names), and must be received by 5:00 p.m. on the published deadline date.

Provost Awards for Travel provide support for travel to conferences, professional meetings or events, or to invited presentations or performances. Preference will be given to individuals presenting at juried conferences, but all are encouraged to apply. Please note that *funding for travel for professional training purposes should be requested under the [RDFD grant program](#).*

Applicant Name: _____ Email Address: _____
Dept/Div/School: _____ Org: _____ Campus Phone: _____
Campus Address: _____ Bear Number: _____

This is an individual application.

This is a collaborative application with other UNC faculty. (List UNC collaborators below; also see PAT proposal guideline #3.)

UNC Collaborators: _____

Title of Event: _____

Location of Event: _____ Date(s) of Event: _____

I will be presenting or performing. Date(s) of presentation or performance: _____

Provide a brief explanation of (1) the requested travel, including how your presentation or performance will support your professional development as a teacher, scholar, artist, and/or researcher; (2) how it will further the mission and goals of the university, (3) how it will further the mission and goals of your college and school or department, and (4) where College/School/Dept. funds were used or encumbered. *Responses to 1-4 must fit in the space below. You may wish to attach an additional abstract.*

Travel funds available to you from your college and department/school must be exhausted prior to using Provost travel funds.

\$_____ Anticipated total cost of this trip \$_____ Provost funding \$_____ College/School/Dept. funding
Anticipated total cost equals Provost funding plus College/School/Department funding.

SIGNATURES Proposals lacking any required signature(s) will not be considered for funding. Signatories confirm that all College/School/Dept. travel funding available to the applicant has been used prior to this trip, or was applied to this trip budget when determining the amount of Provost funding requested.

Applicant: _____ Date: _____

Director/Chair: _____ Date: _____

Dean: _____ Date: _____

Budget and Budget Justification

Your budget should include the total anticipated costs for each budget item. The justification of cost for each item should clearly explain how you determined the amount; for example, the justification of mileage charges should include the number of trips, where they are to and from, the distance of each, and the cost/mile.

All costs to be reimbursed to the applicant (including mileage) must be in compliance with current [UNC Travel Procedures](#).

Please see item 9 of PAT proposal guidelines.

Budget Item	Requested Provost Funds	Funding from Other Sources	Justification of Cost (specify how estimated costs were determined)
Registration	\$ _____	\$ _____	▶
Mileage	\$ _____	\$ _____	▶
Airfare or other long distance public transportation	\$ _____	\$ _____	▶
Meals	\$ _____	\$ _____	▶
Lodging	\$ _____	\$ _____	▶
Rental Car	\$ _____	\$ _____	▶
Local Transportation (Taxi / Bus / Train)	\$ _____	\$ _____	▶
Parking	\$ _____	\$ _____	▶
Tips	\$ _____	\$ _____	▶
Other (e.g., poster printing)	\$ _____	\$ _____	▶
TOTAL COST	\$ _____	\$ _____	The sum of columns 1 and 2 should equal the 'Anticipated total cost of trip' on the cover page; the amount in column 1 should equal the 'Provost funding requested for this trip' on the cover page.

REQUIRED ATTACHMENTS

- Relevant supporting materials as applicable
(e.g., submitted abstract, acceptance letter, copy of invitation to present, workshop description, etc.)
- 3-page maximum CV