

**Faculty Research & Publication Board
PROVOST AWARD FOR TRAVEL (PAT) Application Instructions****Notice of Intent to Apply – REQUIRED!**

In order to apply for the PAT award, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [PAT website](#), at least one week prior to the PAT submission deadline. On the day following the Notice of Intent due date, applicants will receive an email from Digital Measures with a link to their application in Digital Measures.

Application Deadlines – See [PAT website](#) for precise due dates

Fall Competition – For travel from October to April

1. Notice of Intent to Apply due 2nd Friday in September
2. Application release date 2nd Saturday in September
3. Applications are due in Digital Measures on the 3rd Friday in September

Winter Competition – For travel from March to June

1. Notice of Intent to Apply due 3rd Friday in January
2. Application release date 3rd Saturday in January
3. Applications are due in Digital Measures on the 4th Friday in January

Spring Competition – For travel from May to October

1. Notice of Intent to Apply due 2nd Friday in April
2. Application release date 2nd Saturday in April
3. Applications are due in Digital Measures on the 3rd Friday in April

Submission Instructions

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your administrative assistant or business manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare following items for upload in pdf format.

A. Travel Description

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/or school and/or department, and (4) where Department/School/College/Division funds were used or encumbered. Responses to 1-4 must all be within the total 1,500-character limit.

B. The [PAT Budget and Budget Justification form](#)

This form has been created with the capability to perform calculations for you. To utilize this function, you must download the form from the website, save it and re open it in Acrobat DC. (Contact IM&T to get Adobe Acrobat DC installed on your computer.) [Sample PAT Budget and Budget Justification](#)

C. All relevant supporting materials

i.e. submitted abstract, acceptance letter, invitation to present, etc.

D. ORSP Vita

Digital Measures will also automatically generate a curriculum vitae of the last three years of the applicant's research, scholarship, and creative works from items already input into Digital

Measures by the applicant. To make changes to the vita, the applicant must make the necessary changes under the "Activities" menu option in Digital Measures. Once the applicant has completed the changes, the applicant must return to the PAT application and click on the "Refresh Report" button in the application.

If you would like to view your ORSP Vita before you have access to the PAT application, you can do so by clicking on the "Reports" menu in Digital Measures and clicking on "ORSP Vita." For the applications, only the last three years will be included in the ORSP Vita, so set the dates to include only the most recent three years. Then click on "Run Report" to see your ORSP Vita.

Applications must not include appendices unless absolutely necessary to the understanding of the proposal. Follow the guidelines precisely as any deviation may be cause for rejection of the application.

Department Chair/School Director and Dean Approvals

Department chair/school director and dean approvals will be requested only for funded applications after the FRPB has selected awardees. Department chairs/school directors and deans will be notified of the approval period in advance and then will receive a notification from Digital Measures when the application is ready for their approval in Digital Measures. Applications that do not receive department chair/school director and dean approval by the deadline for those approvals will not be funded. Please make your department chair/school director and dean aware of your award once you receive an award letter from FRPB.

PAT Application Submission Deadline

Proposals must be submitted in Digital Measures not later than 5:00 p.m. on the published deadline date. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding. See the [PAT website](#) for precise due dates.

NOTE: Applications may be submitted in both the RDFD and PAT categories in the same annual funding cycle. Proposals will be reviewed two times per year for RDFD projects. See the [RDFD website](#) for precise due dates.