



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 Trisha Brinton Campus Box 143, or email a scanned copy to research@unco.edu. 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 support the cost of travel to present, perform, or exhibit scholarly or creative works specifically in the form of juried presentations/performances or invited presentations/performances. 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. Attach the submitted abstract and the invitation letter or acceptance letter.*

Travel funds available to you from your college and department/school must be exhausted or encumbered 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
(i.e., submitted abstract, acceptance letter, copy of invitation to present.)
- 3-page maximum CV