Provost Fund for Faculty Scholarship & Professional Development

PROVOST AWARD FOR TRAVEL APPLICATION COVER PAGE

Provost Awards for Travel provide support for travel to conferences or travel to invited presentations or performances. Preference will be given to individuals presenting at juried conferences, but all are encouraged to apply. Before completing an application, please read the guidelines at http://www.unco.edu/osp/prvst/fund.htm

Applicant Name: ______________________ Email Address: ______________________

Campus Address: ______________________ Bear Number: ______________________

Dept/Div/School: ______________________ Campus Phone: ______________________

Title of Conference/Meeting: ______________________

Location of Conference/Meeting: ______________________

Date(s) of Conference/Meeting: ______________________ Date(s) of Travel: ______________________

Date(s) of Presentation(s) or Performance(s): ______________________

$______________ Anticipated total cost of this trip (Travel funds from OSP and your College/School must be expended prior to submitting a request for a Provost Award for Travel.)

☐ I have ☐ I have not requested support from my School/Department and College for this travel

$______________ Amount of funding from my School/Department and College that will support this trip

$______________ Amount of Annual Scholarly Activity Travel funds from OSP I have already used this calendar year

$______________ Amount of Annual Scholarly Activity Travel funds from OSP I will use for this trip

$______________ Amount of Provost Funds being requested for this trip

Provide a brief description of your presentation or performance:

SIGNATURES (all are required for proposal to be considered for funding):

Applicant: ______________________ Date: ______________

Director/Chair: ______________________ Date: ______________

Dean/Vice President: ______________________ Date: ______________

CHECKLIST FOR REQUIRED ATTACHMENTS

☐ Relevant supporting materials as applicable, including submitted abstract, copy of invitation to present, etc.

☐ Budget with narrative justification

☐ 3-page maximum CV

Provost Award for Travel Application

Budget and Justification Form

Your budget should include the total anticipated cost of the trip, not just the amount you are requesting from the Provost Fund. The justification of cost for each line 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.

Cost Line Item	**Amount** in whole $	**Justification of Cost**
1. Registration	$	
2. Mileage	$	
3. Airfare	$	
4. Meals	$	
5. Lodging	$	
6. Rental Car	$	
7. Taxi/Bus	$	
8. Parking	$	
9. Tips	$	
TOTAL	$ 0	
Amount of this Request	$	

If necessary, attach additional pages for justification of costs.