

**University of Massachusetts Dartmouth
Office of the Provost**

Application for Faculty Travel Grant Program

The University is committed to assisting faculty and librarians in their professional development. An important activity for all faculty is the presentation of their research, scholarship and creative activity at regional, national, and international professional meetings. In addition, it is essential that the University be represented at important professional meetings. In order to enable as many faculty members as possible to present their work at a professional meeting, the maximum grant amount for meetings is \$1,000 per **fiscal year**. There will be no limitation for the number of meetings you attend or if the meeting is international or domestic. **The total amount awarded during the fiscal year (July 1 – June 30) is not to exceed \$1,000.** Reasonable notice, however, is needed for budgetary purposes and therefore applications must be received at least 30 days prior to travel. **The Dean of your college will need to review your application and approve it prior to the Provost's review. Once reviewed by the Dean, the application should be forwarded to the Provost's office.** The Provost will review all applications and applicants will be notified in a timely manner of the Provost's decision of funding. This form supplements the University's Request to Travel Form. **In order to track expenditures, it will be necessary to forward your travel reimbursement to the Provost's office for sign-off.**

NAME: _____

DEPARTMENT: _____

TITLE OF PAPER: _____

NAME OF MEETING: _____

PLACE: _____

DATES: _____

PLEASE ATTACH A COPY OF THE PAPER OR A DETAILED OUTLINE TO THIS FORM, ALONG WITH THE CONFIRMING NOTICE THAT YOUR PAPER HAS BEEN ACCEPTED FOR PRESENTATION.

OTHER SOURCES OF FUNDING? NO _____ YES _____ (WHO/HOW MUCH?)

AMOUNT REQUESTED: (Estimate expenses if actual are not known)

REGISTRATION FEE _____

TRAVEL _____

LODGING _____

MEALS _____

OTHER _____

TOTAL _____

College Dean Approval: _____ Date: _____