**University of Massachusetts Dartmouth**

**Office of the Provost**

**Application for Faculty Travel Grant Program**

The University is committed to assisting faculty in their professional development by providing funds for presenting their research, scholarship, and creative activity at regional, national, and international professional meetings.

To apply for a Travel Grant, please complete Sections A through C below, the additional attachments listed on the checklist below, obtain the necessary signatures, and send the entire package electronically to Provost@umassd.edu. **Hard copies will not be accepted. Completed applications (including approval signatures and all required attachments) must be received by the Provost’s Office at least twenty-one (21) days prior to the date of presentation.**

**Section A**

NAME:

DEPARTMENT:

TITLE OF PRODUCT:

TITLE OF CONFERENCE/MEETING:

LOCATION:

DATES:

Calculated Provost Travel Grant Amount (See Section B)

Department Chair Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Center Director Approval (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist:

[ ]  Section A through B of this form

[ ]  Copy of College and other sources of support (attach)

[ ]  Copy of acceptance of work at conference (attach)

**Section B**

1. Obtain estimates of costs
2. Apply for college funding and other relevant sources. Save documentation to be included as additional attachment(s). Application to Provost Grant is the final step in securing funding.
3. Fill out the spreadsheet below. The remainder of the worksheet is populated automatically after expenses and support values are entered.
4. Use the number produced at bottom, and copy the number to the amount listed into Section A.

**Support Worksheet** (Double click (or right click and choose Open) and it should open as document in Excel. Close when completed):

