

FCSM Faculty Travel Grants Application

Name:

Department:

Conference

Professional Development Workshop

Other

Conference or Workshop Title:

Location:

Dates:

Role at Conference (check all that apply):

Presenter of peer-reviewer paper/workshop

Presenter of invited paper/workshop

Chair of Session

Panelist

Poster Session

Officer in organization (specify):

Other (specify):

Role at Professional Development Workshop: Briefly explain what you plan to learn from this workshop and how you intend to improve your class(es) as a result of this workshop.

Justification for Other Travel Request:

Itemized Budget:

Transportation (air or train fare, mileage)	
Ground Transportation (taxi, shuttle, etc.)	
Lodging	
Registration Fee	
Meals	
Total Cost	

How much money do you have in a grant or contract budget that can be used to support this travel? _____

Application Check List:

An abstract of the work & documentation of acceptance for presentation

Documentation of acceptance as a workshop participant

Documentation for other travel

Signature of Chair: _____