

Application Form
2019-2020
COLLEGE OF ARTS AND SCIENCES
DEAN'S TRAVEL FUND FOR UNTENURED (TENURE-TRACK) FACULTY

The purpose of this fund is to support participation in one scholarly/professional meeting or event of similar importance where the faculty member is beyond their first year at UB and personally presenting her or his research, scholarly, or creative activity. Faculty requesting funding for activities other than the presentation of a research paper/poster should explain how the proposed activity is equivalent.

The fund supports **only registration fees, lodging, and rail or air transportation** (not to exceed coach-class airfare). Standard university procedures concerning allowable expenses, with appropriate original receipts, are to be followed. **Awards will be made up to 1 May 2020 or until funding is exhausted.**

A grant up to \$700 is available once in 2019-2020 to untenured (tenure-track) faculty who have no travel allowance as part of their employment contract and have no other source of support from the College of Arts and Sciences. Reimbursement methods may vary according to the source of funds.

Proposals will be reviewed for travel that occurs between 1 July 2019 and 30 June 2020. If, after an award has been made, the presentation is not accepted, Dr. Oak is to be notified and the award canceled. Those funds will then be used for other travel grants.

The submission process begins with a brief application to the department chair (see below). The chair will evaluate the request, consider a commitment of departmental funds, and make a recommendation. **A departmental match in full or part is encouraged since the intent of this program is to increase the support for travel available to individual faculty members, not supplant existing sources of support.**

Application must precede the dates of travel and may be made at any time **before 1 May 2020**. **DO NOT** include original material or receipts with the application. Awards usually will be determined within 30 days. Applications are submitted to the department chair. The department chairperson evaluates the request and then forwards it to Associate Dean Lorraine Oak, 810 Clemens Hall, loak@buffalo.edu.

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APPLICATION FOR TRAVEL SUPPORT FOR PRESENTATION OF ORIGINAL WORK

The Dean's Travel Fund supports travel to personally present original research and/or creative activity at one professional/scholarly meeting. **Application must precede dates of travel** and may be made at any time **before 1 May 2020**. Do **not** include original material or receipts. Awards usually will be determined within 30 days. Please submit this completed form to your department chair who will evaluate and endorse your proposal and **forward it to Associate Dean Lorraine Oak, 810 Clemens Hall.**

Applicant Name _____ Title/Rank _____

Campus Address _____ Phone Number _____

Department _____ E-mail address _____

Amount Requested _____

Give the complete **title** (no acronyms) of the professional/scholarly meeting, the complete **name of the sponsoring organization** (if not apparent), **the meeting location** (city, state, country), and **the inclusive dates of your attendance**.

EXPENSES

SUPPORT REQUESTED OR RECEIVED
(PLEASE COMPLETE)

(Conference fees,
Air/Rail fare, Lodging **ONLY**)

Airfare/ \$ _____
 Rail fare _____
 Hotel _____

Conference
 Registration _____

TOTAL _____

Dept. Funds \$ _____ \$ _____

CAS Travel Fund _____

Other (specify) _____

TOTAL _____

SIGNATURES:

Submitted by _____

Date _____

Department Endorsement _____, Chair

Date _____

Approved _____, Dean

Date _____

Please attach a brief (one-half page) explanation of your presentation, including its title. Do not attach an abstract.

Check the reason your presentation will be included in the conference/meeting program:

_____ Contributed in response to a general call for presentations, but not subject to peer review prior to its acceptance or presentation.

_____ Invited by a conference official who is a scholar, but not subject to peer review prior to its presentation.

_____ Contributed OR invited, BUT SUBJECT TO PEER REVIEW prior to its acceptance for presentation at the meeting.

Other (specify) _____

CHECK the most applicable item relative to your presentation METHOD:

_____ Oral presentation

_____ Poster presentation

_____ Roundtable or panel discussion format

Other _____

Time allotted for your presentation _____

Other travel support has been requested from _____

_____ approved _____ denied _____ pending

TO BE COMPLETED BY DEPARTMENT CHAIR

The merit of this proposal is:

_____ excellent; _____ above average; _____ average; _____ below average.

Comments:

Signature _____

Department Chair