



WESTERN MICHIGAN UNIVERSITY

College of Engineering and Applied Sciences

FACULTY TRAVEL GRANT

Purpose: The CEAS Faculty Travel Grant was established to support faculty engaged in independent scholarly research. Faculty Travel Grants support faculty to attend conferences in order to present and disseminate the results of their research.

Each grant will be up to \$500. Faculty may ALSO apply simultaneously for the OVPR Faculty Research Travel Fund. Note: Faculty must apply for this travel funding before the travel is to take place. The completed application must be submitted to the CEAS Dean’s Office at least two weeks before the travel event is to begin. A faculty member may receive this grant only once in a 12-month period (start of Fall semester through the following Summer II session).

All university policies regarding travel must be followed (see: http://wmich.edu/travel).

Please fill in all information requested (TYPE ONLY):

First Name:

Last Name:

Email Address:

Have you been awarded a travel grant in the last 12 months? [] yes [] no

Department:

Title of Paper:

Indicate the semester or session the travel will take place.

- [] Fall [] Spring [] Summer I [] Summer II

Identify the name, place and dates of the conference/meeting where you will present.

Please identify (give URL for) the official conference website.

SIGNATURE OF AGREEMENT

By my signature in the space below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility in order to receive an award from the CEAS Graduate Faculty Travel Grant.

IMPORTANT: Please type, print off, sign, and scan the signature page back into the application in order to include this page with your application. **Electronic signatures are NOT permitted.** Applications must be turned in to the Dean's office (Attention: CEAS Associate Dean for Research and Graduate Education).

Signature of Applicant

Date

ATTACHMENTS

1. Copy of the schedule of the conference showing the faculty's presentation title, his/her name and the time of presentation.
2. Copy of the entire conference paper. Please note that support will only be provided if the presentation yields a published paper in the conference proceedings.
3. Letter of acceptance from the conference organizer indicating that the paper is accepted for presentation and publication in the conference proceedings.
4. Proof of conference registration prior to attending the conference.