



SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

FACULTY CONFERENCE TRAVEL GRANT AWARDS

Faculty travel awards are intended to promote the original research and creative work of faculty within the Sam Fox School at national and international conferences. Through the presence of faculty at significant scholarly gatherings, the school will continue to build its reputation and support the recruitment of exceptional academic peers and students.

All tenured and tenure-track faculty members are eligible to apply. To qualify for a travel award, faculty members must actively participate in a conference by presenting their original work or scholarship, delivering a keynote address, chairing a panel, or contributing as an invited participant on a panel or formal discussion.

Applications must be submitted at least 6 weeks before travel commences. No awards will be made retroactively and travel must comply with all current University protocols. Awards up to \$1,200 will be awarded for domestic travel; awards up to \$1,800 will be awarded for international travel. Payments will be made in the form of reimbursements through Workday. Original receipts will be required. Faculty are eligible for up to two conference travel awards per fiscal year.

Name: _____

Academic Rank & College: _____

(Tenured and tenure-track faculty are eligible to apply)

Date of application: _____

Conference Name: _____

Conference Location: _____

Conference Dates: _____

Conference Web Site: _____

Conference Role (presenter, panelist, keynote speaker, etc.): _____

Brief overview of the creative work/research you will present or thesis of the panel you will participate on or chair:

Development Funding and Travel Budget

Faculty travel awards are supplemental to professional development funds. Applicants will need to demonstrate productive use of their development funds in support of their creative, scholarly, or research work to qualify for conference travel awards. When possible, development funds should be used to match grant funds for conference travel.

Itemized budget of your development fund spending for the academic year (account for all of your development funds for the year, indicating what has been spent as well as spending that is anticipated):

Activity	Cost
Total (should equal your total development funds for the year)	

Brief itemized budget for your conference travel request (you may request up to \$1,200 for domestic travel and \$1,800 for international travel):

Activity	Detail	Cost
Conference Registration/Fees		
Transportation		
Lodging		
Meals		
Other		
Total Request		

Please attach any relevant letters of invitation, paper abstracts, or other supporting documents to your application.

Please submit application materials by email to samfox-facultygrants@email.wustl.edu and copy Nicole Allen at nallen@wustl.edu. Applications should be received 6 weeks before travel. Questions can be directed to Nicole Allen.