



SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

FACULTY DISSEMINATION TRAVEL AWARDS

Faculty dissemination awards are intended to promote the original research and creative work of faculty within the Sam Fox School at national and international conferences and exhibitions. Through the presence of faculty at significant scholarly gatherings and exhibitions, 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 upon director review and recommendation of application. To qualify for an 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. In addition, faculty who disseminate creative activity and research through national and international exhibitions may also qualify for an award.

Applications must be submitted to the college director. The director will then recommend proposals to the Dean's office for final consideration. Applications must be submitted **in advance of travel** with adequate time for review. 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 and expenses; awards up to \$1,800 will be awarded for international travel and expenses. Payments will be made in the form of reimbursements through Workday. Original receipts will be required. Faculty are eligible for up to two dissemination travel awards per fiscal year. When possible during your trip, please credit the Sam Fox School at Washington University as a supporting partner. Please attach any relevant letters of invitation, paper abstracts, or other supporting documents to your application.

Name: _____

Academic Rank & College: _____
(Tenured & tenure-track faculty are eligible to apply)

Date of application: _____

Conference/Exhibition Name: _____

Conference/Exhibition Location: _____

Conference/Exhibition Dates: _____

Conference/Exhibition Web Site: _____

If presenting at a conference, provide a brief overview of your role (presenter, panelist, keynote, etc), the creative work/research you will present or thesis of the panel you will participate on or chair. If you are taking part in an exhibition, provide a description of its relevance to your research and creative work.

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 dissemination travel awards. When possible, development funds should be used to match grant funds for 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 or exhibition travel request (you may request up to \$1,200 for domestic travel and expenses and \$1,800 for international travel and expenses):

Activity	Detail	Cost
Conference Registration/Fees		
Shipping Costs for Supplies		
Transportation		
Lodging		
Meals		
Other		
Total Request		

Please submit application materials by email to your college director:

If you are in the College of Architecture, please submit materials to the Interim Director, [Linda Samuels](#). If you are in the College of Art, please submit materials to the Director, [Amy Hauff](#), and cc [Jessica Erickson](#).

Applications should be received **before** travel. Questions about the award process can be directed to [Nicole Allen](#).