

FACULTY SUPPORT FOR SCHOLARLY PRESENTATIONS

ELGIBILITY: Scholarly presentations at regional, national, or international conferences. Individuals will not receive more than one award per year.

* Please contact the chair of the committee to determine if there are any awards available prior to completing your application materials.

AMOUNT: Up to \$2,500.00 (continental US, Canada, Mexico)
Up to \$4,000.00 (Hawaii, Alaska, International)

TYPES OF PRESENTATIONS: Posters
Abstracts
Platform presentations
Invited Lectures

ELGIBLE PERSONS: Faculty (MD, PhD, DO, PA, Nursing). Preference will be given to first or presenting authors or faculty with a clear mentoring role on the publication/poster/abstract

CRITERIA FOR RECOMMENDATION

1. The application should be completed in full.
2. The presentation can be original research by the applicant, a scholarly review of a topic, or a conceptual or policy based presentation that has been peer reviewed and accepted by a professional organization or society.
3. For poster, abstracts, and platform presentations, a copy of the submitted abstract and a copy of the letter of approval/invitation must be attached.
4. Preference will be given to faculty listed as first or presenting author or to faculty with a clear mentoring role in the publication/poster/abstract.
5. Faculty may submit for more than one travel request per year, but in the case of limited funds, priority may be given to faculty who have not yet requested travel funds during the fiscal year.

PROCEDURE: Submit the attached form to the Research & Scholarship Committee for review and approval. This form must be submitted at least 30 days prior to the travel (or, after the travel, but the faculty member may be responsible for covering all costs if the committee does not approve funds). Applications will be reviewed during standing monthly meetings, which are listed on the departmental calendar.

* The following costs are NOT reimbursable: alcohol, meals in excess of a daily allowance of \$60, mileage/travel for other than the distance between work and airport/destination.

* Please be sure to contact the Department Grants Administrator prior to your travel, who can inform you regarding necessary documents to submit for reimbursement.

**REQUEST FOR FACULTY SUPPORT
FOR TRAVEL**

Name: _____

Date: _____

Title of Presentation: _____

Author(s): _____

Conference Name: _____

Conference Location: _____

Conference Date: _____

Type of presentation: _____

Platform

Poster

Abstract

Invited Lecture

Other

Other funding support for this travel:

	Yes	No	N/A	Amount of Support
Conference Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Endowment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Research Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Brief statement regarding significance of this meeting and this presentation to the applicant's career: _____

Research & Scholarship Committee Review:

Date of meeting at which application was reviewed: _____

Approved

Not Approved _____

Signature: _____

Date: _____

Chair's Review:

Approved

Not Approved _____

Signature: _____

Date: _____