

University of Houston
Provost Travel Fund Application

2021-2022

Please fill in all sections. Applications must be signed by your department chair and college dean. Submit the application and supporting documentation as one pdf to fac-rred@uh.edu by the deadline. Only electronically submitted and complete applications will be reviewed.

Since total funding for the Provost Travel Award is fixed, priority will be given to applications from faculty members who have not received a travel award in the preceding 12 months.

If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application anyway and send the letter of acceptance as soon as it is received.

Applicants Details

Applicant Name: LAST FIRST

Email: Phone:

Faculty Rank: Professor Associate Professor Assistant Professor

Librarian Rank: Librarian Associate Librarian Assistant Librarian

College/ Department:

When was the last time you received the Provost's Faculty Travel Fund Award?

Please check one of the following:

Travel between September 1, 2021 – February 28, 2022 (Deadline: October 29, 2021)

Travel between March 1, 2022 - May 31, 2022 (Deadline: January 29, 2022)

Travel between June 1, 2020 – August 31, 2022 (Deadline: April 30, 2022)

Location of Conference

Title of Meeting:

Sponsoring Organization:

Meeting Website URL:

Location (City):

State

Country:

Dates of Meeting: *(MM/DD/YY - MM/DD/YY)*

to

Is this a regularly occurring meeting (annual, semi-annual, etc.)?

semi-annual

annual

biennial

Is this a meeting of a national or international conference?

National

International

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Presentation Details

Title of Presentation:

Type of Presentation:

Paper

Poster

Performance

Other (Specify):

Has your abstract, paper, or presentation been peer reviewed and documentation attached?

Yes

No

NOTE: To be eligible, you must provide evidence that there was a peer-review process such that the presentation might have been rejected.

Are you the presenter?

Yes

No

NOTE: To be eligible, you must be the person who actually delivers the presentation.

Co-Authors (if any) and their affiliation:

Application Details

Will your presentation be published?

Yes

No

If yes, will it be published in a:

Conference Proceedings Paper

Peer Reviewed Journal/Publication

Other (Please explain):

What is the anticipated timeline of the Publication?

1-6 months

7-12 months

13-18 months

If this is an Art exhibition or performance what is the level of recognition?

Local

National

International

NOTE: The fund is not intended to replace support for faculty and librarian travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments).

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If the current travel request is funded, please tell us how it will contribute to your college's success measures and/or 50-in-5?

Travel Cost Estimate

Amount Requested (maximum \$1,200.00):

Please provide a cost estimate of your trip:

Registration Fee

Economical Air fare

Ground Transportation

Lodging

Meals

Other _____

TOTAL

NOTE: Please print completed form and obtain appropriate signatures. Documentation must be attached to the signed application indicating that you have been accepted as a presenter or have presented at the meeting and that there was a peer-review process such that the presentation might have been rejected. Submit the application, CV, documentation of approval to travel (if applicable) and supporting documentation as one pdf to fac-rred@uh.edu by the deadline.

IMPORTANT: The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.

Required Signatures

Faculty Member

Date

Department Chair

Date

College Dean

Date