

**University of Houston**  
**Provost Travel Fund Application 2019-2020**

Submit the application and supporting documentation as one pdf to [fac-rred@uh.edu](mailto:fac-rred@uh.edu) by the deadline. Only electronically submitted and complete applications will be reviewed. Applications must be signed by your department chair and college dean. **Incomplete applications will not be reviewed.**

**Complete Applications Include:**

- Application form (all questions answered)
- Curriculum Vita
- Supporting documentation ( Acceptance letter and proof there was a peer-reviewed process such that the presentation might have been rejected).
- If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application. Send the letter of acceptance as soon as it is received.

Total funding for the Provost Travel Award is fixed, therefore, priority will be given to applications from faculty members who have not received a travel award in the preceding academic year. The fund is not intended to replace existing sources of support for faculty and librarian travel (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments).

**Please check one of the following:**

Travel between September 1, 2019 - February 28, 2020 (Deadline: October 2, 2019)

Travel between March 1, 2020 - May 31, 2020 (Deadline: January 29, 2020)

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

<b>Applicant Details</b>
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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?

How did the previous Provost's Travel Fund Award contribute to your College Metrics and/or 50 - in - 5?

<b>Meeting Details</b>
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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 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 submission?

Already under  
review

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

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# University of Houston Provost Travel Fund Application

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? Please be specific. If funded, will your travel result in a guaranteed publication or a scholarly output that can be counted on your college's 50-in-5 metrics within six months of your travel date? If not, please provide an anticipated date for when such a publication or scholarly output could be counted on your college's 50-in5 metrics. See link to: <http://www.uh.edu/50-in-5/metrics/>

## Travel Cost Estimate

Amount Requested (maximum \$1,200.00)

Please provide a cost estimate o your trip:

Registration Fee

Economical Air fare

Ground Transportation

Lodging

Meals

Other \_\_\_\_\_

TOTAL

**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