CALL for APPLICATIONS

COLLEGE OF ARTS and HUMANITIES TRAVEL FUND

2017/18

The College of Arts and Humanities is happy to announce that we have been authorized to spend up to $15,000 of the CAH operating budget in FY2018 on faculty travel for purposes of research and/or creative activity.

A CAH Travel Fund Advisory Committee representing departments in the College has been created, which will review and rank all applications for the Dean.

In consultation with this Advisory Committee and the CAH Administrative Council the Interim Dean has determined that:

Unit A Faculty only are eligible, due to their contractual obligation to demonstrate a strong record of research and/or creative activity. Strong applications from probationary faculty are especially encouraged. Chairs, Interim Chairs, Deans, and Interim Deans are not eligible this year.

* There will be two rounds of awards, fall and spring.
* The fall deadline for applications is November 3, 2017. The spring deadline for applications will be March 23, 2018.
* Half of the total $15,000 will be reserved for the spring competition. If less than $7,500 is distributed as a result of the fall competition, the remaining amount will be added to what is available for the spring competition.
* Applications received before the fall application deadline for travel starting after January 1, 2018, will be held until the spring round of competition. Applications for travel completed before January 1, 2018, but received after the deadline for fall applications, will also be considered in the spring round of competition.

The period within which the travel must take place is the current fiscal year, in this case FY2018 (July 1, 2017-June 30, 2018).

A complete application will consist of:

1. Formal Application to the CAH Travel Fund (see p. 2)
2. An EIU Application for Travel form, signed by the department chair above the Supervisor Approval line, with the account number left blank.
3. A completed EIU Travel Voucher (*if* the travel has been completed at the time of application)
4. Documentation of acceptance or completion of the activity, as appropriate, Please highlight your name in the documentation.

Application for the College of Arts and Humanities Research/Creative Activity Travel Fund

Part I: Basic Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of submission of this application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Activity (check only one of the five following choices):

\_\_\_\_\_ 1. Conference Presentation or Exhibition

 Title of Conference or Exhibition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location and Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title of applicant’s submission to conference or exhibition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Is acceptance to the conference or exhibition peer-reviewed? \_\_\_ Y \_\_\_ N

\_\_\_\_ 2. Research Activity

 Working Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Locations and Date(s)of Travel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professional Relevance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Duration of Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Method of (eventual) Distribution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ 3. Creative Activity

 Working Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Locations and Date(s)of Travel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professional Relevance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Duration of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Method of (eventual) Distribution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ 4. Active Participation in a Workshop

 Workshop Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professional Relevance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_ 5. Conference or Exhibition Attendance

 Title of Conference or Exhibition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Location and Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professional Relevance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Part II. Narrative

1. Please describe the activity, your personal contribution, and the potential audience for your work in no more than 500 words:
2. Please explain the importance of this activity to your professional development in no more than 300 words:

Part III. EXPENSES:

Total Expenses (with registration fees limited to $50): \_\_\_\_\_\_\_\_\_\_\_

Departmental Contribution (from non-Ledger 1 funds): \_\_\_\_\_\_\_\_\_\_\_\_

Less honorarium and/ or other sources of funding: \_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested: \_\_\_\_\_\_\_\_\_\_

Part IV. Attachments Checklist:

\_\_\_\_\_CAH Travel Fund Application Form

\_\_\_\_\_ EIU Application for Travel Form

\_\_\_\_\_ EIU Travel Voucher Form (if travel has been completed at time of application)

\_\_\_\_\_ Documentation of acceptance or completion of activity, as appropriate.

Applications may be submitted electronically to:

Jennifer Spracklen, Assistant to the Dean

College of Arts and Humanities

jmspracklen@eiu.edu