

**2011-2012**  
**College of Arts & Humanities Research/Creative Activity Travel Award**  
**APPLICATION FORM**  
**DEADLINE: Friday, February 24, 2012**

**OVERVIEW**

The College of Arts and Humanities Research Travel Award is intended to assist with professional travel costs for members of the college faculty. Individuals may submit one application and are eligible to receive one award annually. Funds must be used for travel expenses incurred as per Eastern Illinois University policies for activities occurring between **July 1, 2011 and June 30, 2012**.

**ELIGIBILITY**

Full time and Tenured/tenure Track Faculty are eligible to apply.  
Department chairs engaged in research/creative activities are eligible to apply.

**AWARDS**

Awards are available for faculty members as follows:

**CATEGORY I:** presenting or conducting original research/creative Activity (\$400)

**CATEGORY II:** active participation in workshop (up to \$350)

**CATEGORY III:** moderate panels (up to \$300)

**CATEGORY IV:** attending conferences associated with one's discipline (up to \$250)

**Travel needs to be a necessary component of the research, creative activity, or the presentation of research/exhibition of creative work. Research/creative activities not fitting these categories or submitted in the incorrect category will be assessed on a case-by-case basis.**

Up to an additional \$200 may be awarded for foreign travel. Note for Foreign travel: It is the faculty member's responsibility to obtain signed approval from the Vice President and the President at least 30 days in advance of the trip. There will be a single application deadline this year: **4:00 p.m. Friday, February 24, 2012**. Funds will be awarded based on merit as determined by the College of Arts and Humanities Faculty Advisory Committee. All approved applicants in Category I will be funded first, followed by Category II applicants, and so on. When funds are limited, priority may be given to applicants who did not receive an award in the previous year. An award may be spent any time prior to the end of the fiscal year, regardless of the period during which funds were granted. Reimbursement for purposes other than approved activity will not be honored.

**HOW TO APPLY FOR AND RECEIVE FUNDING**

**All applicants must complete the following form and submit it with the appropriate documentation.**

**Applicants who submit incomplete applications, multiple applications or late applications will not be considered. APPLICANTS WILL BE REVIEWED BY AN INTERDISCIPLINARY COMMITTEE. PLEASE TAKE THE TIME TO ANSWER THE QUESTIONS AS COMPREHENSIVELY AND CONCISELY AS POSSIBLE, KEEPING THIS AUDIENCE IN MIND.**

The Arts & Humanities Advisory Committee will review the applications and forward its recommendations for funding to the Dean, please do not send originals; only copies accepted. Ineligible applications or applications received after the deadline will be returned to applicant unsigned. **All applicants must submit a signed Application for a Travel Form. If travel has already been completed, the applicant must submit both a Travel Voucher and a signed Travel Application Form. Faculty leading study abroad programs must submit a Travel Application Form documenting separate expenses incurred due to research and/or creative activity.**

**College of Arts & Humanities Research/Creativity Travel Award**  
**APPLICATION FORM**

Name:

Department:

**ACTIVITY:** Check **only one** appropriate category

I. \_\_\_\_\_ Presenting or conducting original research/creative activity (please check only one category)

**A. Conference Presentation**

- . Title of Conference:
- . Location and dates:
- . Title of paper:

**B. Research Activity**

- . Title of project
- . Location and dates:
- . Purpose of distribution:

**C. Creative Activity**

- . Title of project:
- . Location and Dates:
- . Purpose of Travel:
- . Method of distribution:

II. \_\_\_\_\_ Title of workshop attended:

Location and date(s) of activity:

III. \_\_\_\_\_ Title of panel moderated:

Location and date(s) of activity:

IV. \_\_\_\_\_ Title of conference attended:

Location and date(s) of activity:

Total expenses: \_\_\_\_\_

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

Less honorarium or other payments: \_\_\_\_\_

Amount requested (as per guidelines on page 1): \_\_\_\_\_

