Faculty Travel Grant Checklist

Required documentation:

Presenting as a senior author or exhibitor, please provide the following:

☐ Acceptance letter/formal invitation/conference program which includes documents showing your name/presentation information, conference title, place and date. Formal acceptance letter can be submitted after the grant application, if it is not available at the time of application.

☐ Abstract

Interaction with a funding sponsor, please provide the following:

☐ Invitation (an email will suffice)

☐ Memo from the department chair/dean that addresses the trip’s purpose and desired outcome.

Submission:

☐ Create and complete proposal in InfoEd

☐ Route for approval: Applicant, Dean, Chair, OVPRI

☐ Confirm that the OVPRI has received your application

Faculty Travel Grants will be processed in three cycles, listed below:

Cycle One: Travel occurring July 1- October 31
• Applications will be accepted April 1- May 26

Cycle Two: Travel occurring November 1 – February 28
• Applications will be accepted August 1- September 22

Cycle Three: Travel occurring March 1 – June 30
• Applications will be accepted December 1-January 25

Office of the VPRI contact information:
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