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

*Please do not attach a cover letter or application letter. Please use only the spaces provided within InfoEd to describe significance, outcome and impacts of the travel.*

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.

*Please do not attach a cover letter or application letter. Please use only the spaces provided within InfoEd to describe significance, outcome and impacts of the travel.*

Submission:

☐ Create and complete proposal in InfoEd

☐ Route for approval: Applicant, Dean, Chair, Research & Innovation

☐ Confirm that the Research & Innovation office has received your application

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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

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Research & Innovation contact information:
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