

JU Faculty Development Grant Application

Fall 2025 (August 1, 2025 - December 19, 2025) and

Spring 2026 (January 5, 2026 - June 30, 2026)



Office of Research
& Sponsored Programs
JACKSONVILLE UNIVERSITY

- 1) Fill in the application electronically in its entirety and digitally sign it.
- 2) Obtain approval signatures from Department/School and the College Dean electronically.
- 3) Send the completed application to ORSP@ju.edu.
- 4) **REQUESTS for Fall (2025) & Spring (2026) travel will be accepted beginning July 1, 2025.**
- 5) **ONLY ONE REQUEST PER SEMESTER** will be awarded with a max of two (2) conferences this Academic Year. Conferences must occur within the academic semester. The 2nd request will be award based on funding availability.
- 6) Applications **MUST** be submitted **at least FOUR (4) WEEKS prior to the conference start date**.
- 7) Presenters and full-time junior faculty will receive priority.

I am applying as (Choose One):

- | | | |
|---|---------------------------------|--------------------------------------|
| 1. Presenter In-Person: | Domestic (up to \$1,000) | International (up to \$1,400) |
| Amount Requesting: | | |
| 2. Attendee In-Person: | Domestic (up to \$800) | International (up to \$1,200) |
| Amount Requesting: | | |
| 3. Virtual Conference (Attendee or Presenter) - Amount Requesting: | | |

Applicant Information *Only Full-time faculty are eligible to apply.*

Full Name:

First Request

Second Request

Faculty Rank & Title:

School / College:

Travel Event

Full Title of Conference:

Location (City/State/Country):

Dates of Conference:

to

**Expense Report is due to ORSP via Chrome River within 10 business days of Conference end date listed above.*

Applicant Statement

Is this a regularly occurring conference (annual, semi-annual, etc.)?

Yes

No

Funds are limited. Please explain the significance of your attendance/presentation (impacts on professional development in subject area, impacts on student learning, etc.)

For Presenters Only		
Title of Presentation:		
Type of Presentation: Paper Performance Poster Other (Specify):		
Has your abstract, paper, or presentation been peer reviewed? (i.e., was it reviewed for acceptance in the program?)		
Yes No		
Know before you go: Read the ORSP Travel Policy here.		
Applicant's Signature Type Name:	Department/School Head's Signature Type Name:	College Dean's Signature Type Name:
Date:	Date:	Date:

Note for Presenters: Please include with your application proof of acceptance of your presentation at the conference: i.e., the conference program, copy of email approval, or screenshot from web-pages showing faculty name and presentation information.