

JU FACULTY TRAVEL GRANTS
Application for Summer and Fall 2021
(July 1, 2021 – Dec 31, 2021)



Office of Research
 & Sponsored Programs
 JACKSONVILLE UNIVERSITY

DIRECTIONS:

- 1) Download application and save to your computer.
- 2) Fill in the application electronically in its entirety and digitally sign it.
- 3) Obtain approval from Department/School and the College Dean via digital signature.
- 4) Submit document to ORSP@JU.EDU no later than the deadlines provided below.
- 5) **FIRST REQUESTS for Summer & Fall 2021 travel accepted between June 1, 2021 – Nov 30, 2021.**
- 6) **SECOND REQUESTS for travel will only be accepted Oct 1, 2021 – Nov 30, 2021 and awarded as funds are available.**
- 7) Applications must be submitted **at least four weeks prior to the conference start date.**

I am applying as:				
Attendee	Type:	Domestic (up to \$800)	International (up to \$1,200)	
Presenter	Type:	Domestic (up to \$1,000)	International (up to \$1,400)	
Applicant Information <i>Full-time faculty are eligible to apply.</i>				
Full Name:				
Faculty Rank:	Professor	Assoc. Professor	Assist. Professor	Resource Faculty
School / College:			Phone Extension:	
Travel Event				
Full Title of Conference:				
Location (City/State/Country):				
Dates of Conference (use calendar drop-down)			to	
Departure Date		Return Date		
<i>*Expense Report is due to ORSP via Chrome River within 10 business days of return date listed above.</i>				
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	Department/School Head's Signature	College Dean's Signature
Date	Date	Date