

# College of Liberal Arts and Social Sciences

## Dean's Travel Fund Application

### 2024-2025

Please fill in all sections and items. Applications must be signed by your department chair and college dean. Submit the application, CV, and supporting documentation as a single PDF to [sconnolly@uh.edu](mailto:sconnolly@uh.edu) by the deadline. Only electronically submitted and complete applications will be reviewed.

Since total funding for the Dean's Travel Award is fixed, priority will be given to applications from faculty members who have not received a travel award in the preceding academic year.

If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application anyway and send the letter of acceptance as soon as it is received.

**Note: ONLY complete applications will be reviewed/funded. Please refer to the Dean's Travel Fund Guidelines for more details.**

### Information

Last: \_\_\_\_\_ First: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty/ Rank: \_\_\_\_\_

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

When was the last time you received the Dean's Faculty Travel Fund Award?

Please select one of the following:

Location of Conference: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Conference Website URL: \_\_\_\_\_

Location (City): \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Dates of Meeting: (MM/DD/YY) from \_\_\_\_\_ to \_\_\_\_\_

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

Is this a meeting of a national or international conference?

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## Presentation Details

Title of Presentation:

Type of Presentation:

Paper

Poster

Performance

Other (specify):

Has your abstract, paper, or presentation been peer reviewed and documentation attached?

**NOTE: To be eligible, you must provide evidence that there was a peer-review process such that the presentation might have been rejected. If you have not received a decision, include a letter stating that you will provide the decision letter when received. Invited talks do not need to be peer-reviewed. Please provide proof of invitation and a brief explanation of scope/ audience/ significance.**

Are you the presenter?

**NOTE: To be eligible, you must be the person who actually delivers the presentation. Proof of being the presenter might be required (e.g., conference program)**

Co-Author(s) (if any) and their affiliations(s):

## Application Details

Will your presentation be submitted for publication?

If yes, will it be submitted for publication in:

Conference Proceedings Paper

Peer Reviewed Journal/Publication

Other (Please explain):

What is the anticipated timeline of the submission for publication?

If this is an art exhibition or performance what is the level of recognition?

**NOTE: The fund is not intended to replace support for faculty travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within departments).**

# Dean's Travel Fund Application

If the current travel request is funded, please tell us how it will explicitly contribute to the University of Houston being a national and international powerhouse.

## Travel Cost Estimate

Amount Requested (maximum \$1,000.00):

Please provide a cost estimate of your trip:

Registration Fee

Economical Air fare

Ground Transportation

Lodging

Meals

Other

TOTAL

**IMPORTANT: The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.**

### *Required Signatures*

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date