

University of Houston

Provost Travel Fund Application

2024-2025

Please fill in all sections and items. Applications must be completed electronically, signed by your department chair and college dean. Submit the application, CV, and supporting documentation as one PDF to fac-rred@uh.edu by the deadline. Only electronically submitted and complete applications will be reviewed.

Since total funding for the Provost 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 Provost's Travel Fund Guidelines for more details and Application Checklist.

Information

Last:

First:

Email:

Phone:

Faculty/Librarian Rank:

College:

Department or School:

When was the last time you received the Provost'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.

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 and librarian travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments).

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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 \$1,200.00):

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/Librarian

Date

Department Chair

Date

College Dean

Date