COSAM FACULTY TRAVEL FUND APPLICATION FORM

Please submit entire application packet as an email attachment to the Committee Chair 
(REVISED 09/07)

Name: ______________________________ Department: __________________

Email Address: ______________________ Phone: ____________________

Date Application Submitted: _______ Amount Requested: $ _________

Travel Dates: Depart: _________________ Return: ____________________

Reason for Travel:__________________________________________________

Will you be attending a professional meeting?_____ If so, is it regional? _________, national? _________, international? _________ Will you be giving a presentation(s)?_______ If so, will it be a poster? _____, short talk (15-20 min.)?_____, lecture (30 min or longer)?_____.

Were you invited to participate?_____ If so, please attach a copy of the invitation.

Do you have any other sources of funding for this travel?_____ If so, give source and amount (include current research grants, if applicable):

Have you attempted (without success) to obtain funds? _____ Please explain:

Have you received awards previously from the COSAM Travel Fund?_______
If so, give date(s) and amount(s):

On separate pages, please provide the following:
1. A brief (1/2 page or less) justification of the travel (i.e., importance and benefits of the travel to the applicant's research and/or instructional training, etc.)
2. A list of professional meetings attended in the past two years.
3. A list of current grants and/or contracts. Explain whether or not these funds can be used for the proposed travel.
4. Request for Authority to Travel form signed by the applicant and department head (send copy, keep original).
5. A brief (1-2 page) current vita listing your 5 most recent publications and a list of grant/contract submissions during the last 5 years.

Please submit the entire application electronically as an email attachment. 
The current Chair is identified on the Call for Applications