**COSAM FACULTY TRAVEL FUND APPLICATION FORM**

(REVISED 05/18)

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

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year hired at AU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date Application Submitted: \_\_\_\_\_\_\_\_\_\_ Amount Requested: $ \_\_\_\_\_\_\_\_\_

Travel Dates: Depart: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination and 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, attach a copy of the invitation (see below).

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, in the order listed:

1. A completed *Request for Authority to Travel* (RAT) form (use form at <http://www.auburn.edu/cosam/departments/research/travel/index.htm>). *The RAT must reflect the total estimated costs of travel (itemized), contain signatures of both the applicant and department head, and include the departmental or research accounts that will provide cost-shared funds for travel* *(if any)* (send copy, keep original).

2. Copy of invitation (if pertinent).

3. 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.)

4. A list of professional meetings attended in the past two years.

5. A list of current grants and/or contracts. Explain whether or not these funds can be used for the proposed travel.

6. 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.

Late submissions and incomplete applications will not be considered.

**The entire application should be prepared as a single PDF and submitted as an email attachment to the COSAM Travel Awards Committee Chair (see Call for Applications for contact information).**