**OVERSEAS TRAVEL-TO-PRESENT AND OVERSEAS**

**SPECIAL ACADEMIC ACTIVITIES GRANT APPLICATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MU ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one: \_\_\_ Tenure/tenure track

 \_\_\_ Temporary Full-Time (TFTF) or Regular Part-Time (RPT), effective dates of current appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested amount (Not to exceed $750 for individual activities and $1000 for group activities):

 $\_\_\_\_\_\_\_\_\_\_

Type of activity:

 \_\_\_\_\_ Conference \_\_\_\_\_ Workshop \_\_\_\_\_ Symposium

 \_\_\_\_\_ Panel \_\_\_\_\_ Presentation \_\_\_\_\_ Performance/Exhibition

 \_\_\_\_\_ Paper \_\_\_\_\_ Other

Involvement in conference activities:

 \_\_\_\_\_ Official Respondent/Discussant \_\_\_\_\_ Session Chair/Moderator

 \_\_\_\_\_ Panelist Administrative Role \_\_\_\_\_ Presenter

 \_\_\_\_\_ Other

Conference title/sponsoring organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scope of presentation (please mark appropriate category):

 \_\_\_\_\_ International/National \_\_\_\_\_ Regional \_\_\_\_\_ State \_\_\_\_\_ Local

Estimated costs:

1. Registration $\_\_\_\_\_
2. Transportation $\_\_\_\_\_
3. Hotel Accommodations $\_\_\_\_\_
4. Subsistence/meals $\_\_\_\_\_
5. Other (specify) $\_\_\_\_\_

Total: $\_\_\_\_\_\_

Guidelines:

1. Provide official letter of verification of acceptance or other official documentation (email, conference, program, etc.) that demonstrates your participation and role in the event.
2. Provide a justification describing your activity—its content, its value to your professional development, and your role in the presentation--in 250 words or less. This description should justify the professional benefits gained from this experience so that they are obvious to the committee (see guidelines at www.millersville.edu/facgrant/index.php).
3. Submit completed application to FACULTY.GRANTS@MILLERSVILLE.EDU.