

## **Instructions**

### **REQUEST FOR TRAVEL ASSISTANCE 2024 – 2025 for Presentations and Awards at Professional Conferences and Meetings**

The Travel Assistance Fund, supported by University funds and the Texas Woman's University (TWU) Foundation, will enable faculty members to defray some of the travel costs associated with presenting scholarly outcomes at professional conferences or meetings or attending meetings where they will receive a major award and provide funds for registration for virtual conference presentations.

In order to fund presentation at conferences throughout the year, Research and Sponsored Programs (ORSP) will allocate money for fall (September 1 – January 15), spring (January 16 – May 31), and summer assistance (June 1 – August 31).

This program is intended for faculty making major presentations that have been peer-reviewed, juried, or selected by the major associations or societies in their fields or receiving awards from those organizations. Applicants must be TWU full-time tenured, tenure-track, or research-track faculty with a full-time appointment for 2024–2025. Adjunct faculty, faculty members with part-time employment or on modified service, visiting faculty, clinical faculty, and students are not eligible to apply. Only one presentation per person will be funded in a fiscal year at a maximum of \$1,200. Eligible faculty may receive this award for no more than two consecutive fiscal years; faculty who received a Travel Assistance Award in FY 2023 and FY 2024 are not eligible for funds from this program in FY 2025.

Submit the application form with attachments showing that the unit administrator (department chair, director, or associate dean) and dean have approved the request. Faculty members should submit an application as soon as they receive formal confirmation that their presentations have been accepted or that an award will be received. Applications must be submitted prior to the start date of the conference and will be reviewed on a regular basis at least monthly.

Upon the completion of the travel, the Office of Research & Sponsored Programs will request a brief report on the trip so that the Provost, Chancellor, and TWU Foundation will be aware of the benefits to faculty provided through the Travel Assistance Fund.

**TWU Office of Research & Sponsored Programs Application Form**

**REQUEST FOR TRAVEL ASSISTANCE 2024 - 2025  
for Presentations and Awards at Professional Conferences and Meetings**

Name \_\_\_\_\_

Rank \_\_\_\_\_

Department, School, or College \_\_\_\_\_

Office Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**FOR OFFICE USE ONLY:**

- Formal notification that research presentation has been accepted or that award has been made
- Current on previous reports from past travel assistance awards

Name of Conference \_\_\_\_\_

Destination \_\_\_\_\_

Dates of Conference \_\_\_\_\_ to \_\_\_\_\_ Requested Amount (not to exceed  
\$1,200) \_\_\_\_\_

1. Describe the purpose of the travel (e.g., description of research project or creative activity you plan to present, the award to be received, etc.). If you have an abstract, please attach a copy.
  
  
  
  
  
  
  
  
  
  
2. Provide written information about the meeting or conference including formal notification that the research presentation has been accepted or that an award has been made.

**Signatures:**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Unit Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

Submit request and attachments via email to [twuresearch@twu.edu](mailto:twuresearch@twu.edu).

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Authorized by \_\_\_\_\_ AMOUNT: \_\_\_\_\_

ORSP: 8/24