

PREVIEW OF QUESTIONS

University Faculty Travel Committee (UFTC) Application for Funding

If you are unable to complete your application in a single session, your responses will be saved and you will be able to complete your application at a later time, provided that you do not clear your browser history or delete the cookies related to your survey data. If you use this feature, you must complete your survey within the next seven (7) days or your incomplete application will be submitted automatically.

The University Faculty Travel Committee has established specific eligibility requirements for funding. To ensure that your proposal conforms to these requirements, please read the [Policies and Procedures](#) document (which provides general guidelines, describes eligible activities and expenditures, and explains the proposal evaluation criteria) **before completing your application.**

PLEASE NOTE: Applicants receiving funds in the Fall cannot be awarded funds in the Spring of the same academic year.

I have read and understand the policies and procedures for the UFTC application.

Contact Information

Prefix
First Name
Last Name
Email Address
Contact Number
Department
College/School

Current Rank

Choose one:

Assistant Professor
Associate Professor
Professor
Assistant Professor in Residence
Associate Professor in Residence
Professor in Residence
Research Faculty
Lecturer
Instructor
Other (Please Specify)

Travel Information

PLEASE NOTE: Your period of travel/activity MUST fall within the appropriate time periods:

UFTC Application Period	Application Deadline	Periods of Travel*
Fall Application Period	Second Tuesday of October	Fall/Spring Semesters (December 1 to April 30)
Spring Application Period	Second Tuesday of March	Summer/Fall Semester (May to November 30)

The Periods of Travel listed above do not apply to travel during sabbatical/faculty development leave.

Faculty applying for travel that will occur during a sabbatical/faculty development leave must submit their application in the application cycle immediately prior to start of the sabbatical/faculty development leave.

Proposed Travel

Destination (City, State, Country)

Name of Event

Organization/Affiliation

Title of Work

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Type of Event (select one)

Local Conference

Regional Conference

National Conference

International Conference

Local Invitation

Regional Invitation

National Invitation

International Invitation

Workshop

Other (Please Specify)

The following is displayed if International Conference or International Invitation is chosen above:

International travel should follow the [International Travel Policy](#) and procedures.

Faculty traveling abroad must comply with the Board of Regent's policy on International Travel, Title 4, Chapter 23 and travel must be approved by the Travel Risk Assessment Committee (TRAC)

I understand

Primary Reason for Travel/Activity (select one)

Competitive Paper

Invited Presentation

Panel Presentation

Poster Presentation

Chairing a Panel

Invited Keynote

Group Presentation

Other (Please Specify)

PREVIEW: Application for Funding

Are you the primary presenting author or speaker?

Yes

No

Not Applicable

If travel/activity is related to sabbatical/faculty development leave, select the period.

Fall

Spring

Full Year

Not Applicable

Purpose of Trip

Please provide a description of the trip and/or activity this funding would support.

Clearly describe how this funding opportunity would support **your tenure and/or promotion expectations or career trajectory:**

Clearly describe how this travel opportunity would support **your essential job functions:**

Clearly describe how this travel opportunity would support **your department and/or College/School objectives.**

How will this funding support [UNLV's Top Tier Mission?](#)

PREVIEW: Application for Funding

Can you obtain funding from other sources (e.g. department, college, external sources, etc.)?

Yes

No

If yes, please provide the amount and source of other funding.

If no, please explain.

How will your plans be affected if only partial support can be granted?

Funding

Funding needed from all sources (see [the Controller website](#) for per diem information)

Transportation	\$
Lodging (Accurate Estimate of Total Cost)	\$
Meals	\$
Registration/Tuition Fees	\$
Miscellaneous	\$
Total	\$

Provide the sources of the cost information entered above
(e.g., www.southwest.com, www.hotels.com, etc.).

Transportation

Lodging

Meals

Registration/Tuition Fees

Miscellaneous

PREVIEW: Application for Funding

If applicable, provide justification for lodging costs above the state-approved per diem rate.

Please provide the amount of funds you are requesting from the UFTC **(must not exceed \$1000)**:

What is the status of your proposal/presentation/workshop/other event (including invitations)?

To be submitted

Submitted and under consideration

Accepted **(attach acceptance letter below)**

Submitted but rejected

Other **(specify the status and attach letter below)**

Please attach a copy of your acceptance letter or other documentation related to your proposed travel/activity.

If applicable, indicate the last funding support you received from UFTC.

Semester

Year

Dollar Amount

For more information on the University Faculty Travel Committee, please visit <https://www.unlv.edu/provost/committees/uftc>.