

Silvestri Travel Funds Application

Faculty may apply one time each academic year for up to \$500 in travel funds (above and beyond their Faculty Development funds). To receive these funds faculty must show documentation on (letter or email) that their work has been accepted for presentation (either poster or podium) in the semester in which they are applying for funds Up to \$2,500 may be awarded each academic year (up to \$1,000 in the Fall & Spring semesters and \$500 in the Summer semester). In addition, the application must be made before airfare or other travel arrangements have been purchased. This funding does not provide reimbursement for travel costs.

Upon receipt of the faculty's' completed application, the Chair of the Faculty Affairs Council (FAC) will forward the application to FAC. FAC will approve or not approve funding. The Silvestri Travel Funds are awarded on a first-come, first-served basis if the above criteria are met. In the event that multiple applications are submitted on the same day (more than what can be funded), the following rubric will be used by FAC to select the award recipient/s. The faculty with the highest mean total score will receive the award. The FAC Chair will notify the applicant and the appropriate administrative assistant of the final decision.

Award Selection Rubric

<i>Criteria</i>	1 point	2 points	3 points
<i>Previous award recipient</i>	1 year ago	2 years ago	3+ years ago
<i>Position</i>	Tenured	Tenure-track	Lecturer/FIR
<i>Contribution to professional development</i>	Low	Medium	High
<i>Total Points</i>			



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Requestor's Name: _____

Phone Number: _____ Email: _____

1. Proposed Travel

Destination: _____

Event Name: _____

Title of Work: _____

Are you the primary presenting author or speaker? Yes _____ No _____

2. Funds Requested

Funding requested from other sources: _____

Funding requested from Faculty Affairs: _____

3. Describe the contribution of this activity to your professional development.

4. Semester/Year Applying for Funds

Fall 20____

Spring 20____

Summer 20____

5. Attach letter/email of presentation acceptance

By signing below, I declare that to the best of my knowledge the information provided herein is complete and accurate.

Signature: _____ Date: _____