**Application Form**

Due: Tuesday, October 14, 2025, by 4:00pm

2025-2026

**Overview**

The Faculty Travel Grant Program is designed to help Slippery Rock University’s faculty members enhance their professional development by presenting the results of their research or creative activity at professional conferences or artistic venues, in line with Pillar 2 of our strategic plan (Academic Discovery and Human Growth). It is designed to give priority to professional travel that supports dissemination of scholarly and creative activities that are aligned with multiple aspects of the faculty member’s professional development and that will have a strong impact on student success at SRU. Both disciplinary research and discipline-based education research will be supported.

Application Information

\*Required

**Name:\***

**Email:\***

**College:\***

**Department:\***

**Attach CV to application submission\* – please limit to 3-5 pages using relevancy to research or creative activity being presented**

Presentation Details

**Conference/Performance\***

For example: Annual Meeting of the Meteorological Society of America

**Conference Location\***

**Conference Start Date\***

**Conference End Date\***

**Link to Conference/Performance Web Site\***

**Presentation Title\***

**Presentation Author(s)\***

If there is more than one author, please list first author, then second author, etc. For equal collaborators, provide a clear transparent explanation.

**Presentation Abstract\***

Abstract (or equivalent) required for application – indicate in document if tentative

**Non-Technical Abstract\***

Please type a non-technical abstract using 150 words or less.

**Attach Presentation Acceptance**

If your presentation has already been accepted, please attach the acceptance letter from the conference/event organizer

**Novelty\***

Is this new work being presented, or has similar work been presented previously? Please refer to CV. (limit of 150 words)

**Exceptions**

Co-authors must thoroughly explain why collaboration is needed for the presentation.

Requesting an exception does not guarantee funding.

Rationale

**Impact of Proposed Travel on SRU Student Success\***

The award level is approximately equal to the tuition and fees an in-state student spends on a 3-credit course. How does this expenditure lead to greater student success? (limit of 150 words)

**Alignment of Scholarly/Creative Project with Your Professional Development in Teaching and/or Service\***

Explain the synergistic impact of this scholarship/creative project on your growth in the areas of teaching and/or service. (limit of 150 words)

**Impact of Proposed Presentation/Travel on Your Scholarly/Creative Growth\***

Explain how this work builds on past scholarship, and how it will lead to future scholarship. How will you grow from this experience? (limit of 150 words)

**Campus Dissemination Plan\***

How will the benefits of this travel support be shared with the campus community? What will you do with what you have learned/gained? (limit of 150 words)

Budget

Enter requested fund amount in each category. Provide justification (either quote/receipt or rationale for estimated costs).

**Registration Requested\***

**Registration: Quote or Receipt**

Scan all documents into a single pdf and attach to application submission

**Registration: Rationale for Estimated Costs**

**Transportation Requested\***

**Transportation: Quote or Receipt**

Scan all documents into a single pdf and attach to application submission

**Transportation: Trip Optimizer**

<https://administration.sru.edu/trip-optimizer-new.html> (save as pdf for attachment to application submission)

**Lodging Requested\***

**Lodging: Quote or Receipt\***

Scan all documents into a single pdf and attach to application submission

**Lodging: Rationale for Estimated Costs**

**Per Diem Requested\***

**Per Diem: Subsistence Calculator**

<https://www.sru.edu/documents/offices/accounting-services/subsistence%20worksheet.xlsx> (save as pdf for attachment to application submission)

**Per Diem: Rationale for Estimated Costs**

**Total Trip Cost:**

**Total Amount Requested from Grant:**

**If the total trip is over $1,500 and secondary funds are being used, briefly state how you will cover the travel costs exceeding the funded amount**

**Prior Support**

Have you previously received funding from this program? \*

Yes

No

How much did you receive?

When did you receive it?

What was the outcome of the funding you received?

**Deadline for Submission:** The deadline for submissions is **Tuesday, October 14, 2026 by 4:00 p.m.** for Spring 2026 travel (January 1, 2026 – June 30, 2026). Submission of the Application Form and all attachments must be in a PDF format as one document and must be submitted electronically to [casey.hyatt@sru.edu](mailto:casey.hyatt@sru.edu).

**Required Attachments:**

* CV - please limit to 3-5 pages using relevancy to research or creative activity being presented

**Required Attachments, if applicable:**

* Presentation Acceptance letter
* Waivers/Exceptions
* Registration: Quote or Receipt
* Transportation: Quote or Receipt
* Transportation: Trip Optimizer
* Lodging: Quote or Receipt
* Per Diem: Subsistence Calculator