

Florida State University
Winthrop-King Conference
Travel Grant
2019/20

APPLICATION FOR CONFERENCE TRAVEL GRANTS

AIM: The purpose of these awards is to support the efforts of Florida State University's Modern Language and Linguistics' faculty involved in active research as they participate in conferences. These funds are for 9/12 months faculty and 9/12 months teaching faculty. They may be used **only** for conference travel-related expenses where the participant is presenting a paper. Evidence of conference presentation will be a factor in determining the bestowal and the amount of the award.

APPLICATION PROCEDURE: All eligible faculty are expected to **exhaust all other travel funds available to them before applying for the Winthrop-King Travel Grant**. The Winthrop-King Grant can then be used to supplement either a Provost's Travel Grant or a departmental grant. If awarded both a Winthrop-King Grant and a Provost's Travel Grant, the applicant will be expected to draw first in full on the Provost's Grant, to be supplemented by Winthrop-King funding up to a total grant level not exceeding the total approved travel expenditures applied for. In the first round of funding (October), applications are considered for travel in the fall and spring semesters. In the second round of funding (February), applications are considered for travel in the spring and summer semesters. Faculty will be notified of the outcome of their applications during the month following the deadline for applications.

DEADLINE FOR RECEIPT OF APPLICATIONS:

October 15, 2019 for conference travel in Fall 2019 semester.

March 15, 2020 for conference travel in Spring 2020 and Summer 2020

Applications may be made while awaiting acceptance of a conference paper proposal; if funding is awarded, **this will be conditional upon receipt of documentation showing acceptance of your paper for inclusion in the conference program. Please DO NOT submit your receipts with your application as this is an application, not an award application.**

AWARD AMOUNTS: No faculty member will be awarded more than \$600 for national conferences, and no more than \$800 for conferences held outside the United States. No faculty members will receive more than one travel award per academic year.

NAME OF APPLICANT: _____
EMPLOYEE ID#: _____

PURPOSE OF TRAVEL (Name of conference, location and dates of the meeting, and attach acceptance letter or copy of the program showing inclusion of your paper)

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OTHER FUNDING APPLICATIONS

Are you eligible for a Provost's travel grant in support of this travel? (Circle one) Yes / No

Have you applied for a Provost's travel grant in support of this travel? (Circle one) Yes / No

Have you applied for Dept. Modern Languages and Linguistics travel funds in support of this travel? (Circle one) Yes / No

If your answer to either or all of the above the questions is "no", please state reason:.....

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BUDGET TRAVEL REQUEST BY CATEGORY

<i>Category of expenditure</i>	<i>\$</i>
Airline tickets	
Other transportation	
Lodging	
Food	
Conference registration fee	
TOTAL REQUEST	

APPLICANT'S SIGNATURE _____ **DATE:** _____

SUBMISSIONS: to Prof. Martin Munro, Director, Winthrop-King Institute for Contemporary French and Francophone Studies.