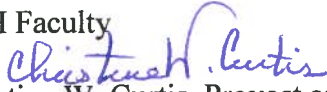


**MEMORANDUM**

**TO:** UAH Faculty  
**FROM:**   
Christine W. Curtis, Provost and Executive Vice President for Academic Affairs  
**SUBJECT:** UAH Scholarship Enhancement Travel Funds  
**DATE:** August 19, 2016

Dear Colleagues:

I am pleased to announce the continuation of the UAH Scholarship Enhancement Travel Award Program. It is crucial that our faculty and lecturers are constantly engaged in scholarly and creative activity. I hope that this program will provide opportunities for faculty to present their scholarly work at national and international conferences.

This program, funded through the Office of Academic Affairs, provides a mechanism for support of faculty and lecturers to travel to professional meetings and conferences for the purpose of professional development. Awards (not exceeding \$500) will be made for the specific purpose of presenting papers or presenting works of art or creative expression at well established, and recognized, conferences, symposia, festivals and exhibitions such as those sponsored by professional societies/associations. Faculty may apply for and receive these awards annually. Applications must be cost shared by the applicant's college or the Humanities Center. Applications, following the attached directions and on the attached form, will be accepted on a continuous basis.



### ***UAH Scholarship Enhancement Travel Award Program***

The Scholarship Enhancement Travel Award Program has been established to enable faculty and lecturers to travel to present results of their research/scholarship and creative work. *Awards are made specifically for the presentation of papers at conferences or presenting works of art or creative expression at well established, and recognized, conferences, symposia, or festivals such as those sponsored by professional societies/associations.*

#### **Guidelines:**

1. A maximum of \$500 will be awarded to each faculty member contingent on the funds being matched at the same level, or greater, by their College or Department or Humanities Center.
2. Funds from existing sources such as ongoing research funding, research centers, Mini-Grants, start-up funds etc. will not count towards the match.
3. Funds can be used to support registration and/or travel, but cannot be applied towards salaries, per diem, accommodations, etc.
4. Faculty are eligible to receive funding under the UAH Scholarship Enhancement program once per year.
5. The applicant must be the presenting author/artist.
6. Awards will be provided on a “first-come-first served” basis until funds are expended.

#### **Eligibility**

1. The applicant must have a full-time appointment at UAH either as a tenured/tenure-earning faculty, clinical faculty, or lecturer. This appointment must be in place both at the time of application and the time of travel.
2. Awards for travel to national and international conferences or symposia will be made to qualified personnel for presentation of papers on their research or presenting works of art or creative expression. **Preference will be given to presentation of papers/works of art in well-established conferences, symposia, or festivals with fairly substantial attendance (e.g. those sponsored by professional societies/associations).**
3. Request for scholarship funds for conferences on education, assessment, etc. and/or professional development will be considered on a case by case basis.

#### **Application Procedure**

Applicants are requested to submit applications with the following information:

1. Details related to conference, symposia, festival, etc. with documentation showing acceptance of the submitted paper or a copy of the official program listing the applicant’s presentation. Submission of ideas or abstracts alone is not sufficient.
2. Estimated cost and travel authorization form.
3. Completed application form with signatures from Chair and Dean or Humanities Center Director providing assurance of the matching funds. Applications submitted without this information will be returned.
4. A full package of information should be submitted either by email to [academicofficial@uah.edu](mailto:academicofficial@uah.edu) in pdf format or by campus mail to the Provosts Office SSB 303. Incomplete applications or those missing documentation will be returned without consideration.



***SCHOLARSHIP ENHANCEMENT TRAVEL AWARD PROGRAM***

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***Instructions:***

1. Application should be completed and submitted through the Department Chair and College Dean.
2. The application must be submitted with a completed travel authorization form.
3. The application must include details related to conference, symposia, festival etc with documentation showing formal acceptance of the submitted paper for presentation or work of art/creative expression for presentation/exhibition.
4. The application, with all attachments, should be submitted electronically (in pdf format) to [academicofficial@uah.edu](mailto:academicofficial@uah.edu) or by campus mail to the Provosts Office, SSB 303.

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department Financial Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**ESTIMATE OF FUNDING REQUIRED:**

Airfare \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rental Car \$ \_\_\_\_\_ Registration \$ \_\_\_\_\_

Total Requested: \$ \_\_\_\_\_

**EVENT DETAILS**

Details of  
Conference/Meeting: \_\_\_\_\_

Date of Event \_\_\_\_\_ Place of Event \_\_\_\_\_

Rationale for award (Please describe briefly how this award would benefit your professional growth)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Signature of Applicant)

I support the application and guarantee that an amount of \$ \_\_\_\_\_ will be provided by the Department / College from appropriate funds for the purposes outlined in this application

\_\_\_\_\_  
Name and Signature of Department Chair

\_\_\_\_\_  
Name and Signature of College Dean

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**NOTICE OF AWARD**

Amount of Award: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Provost: \_\_\_\_\_