JU FACULTY DEVELOPMENT GRANT
Application for Summer/Fall (2024) and Spring (2025)
(July 1, 2024 – June 30, 2025)

Office of Research & Sponsored Programs
JACKSONVILLE UNIVERSITY

DIRECTIONS:

1) Fill in the application <u>electronically</u> in its entirety and digitally sign it.

2) Obtain approval signatures from Department/School and the College Dean electronically.

3) Send the completed application to ORSP@ju.edu.

4) **REQUESTS for Summer/Fall (2024) & Spring (2025) travel will be** accepted **beginning April 1, 2024.**

5) **SECOND REQUESTS will be awarded as funds are available.**

6) Applications **MUST** be submitted **at least FOUR (4) WEEKS prior to the conference start date.**

I am applying as:		
In-Person Attendee:	**Domestic (up to $800)**	**International (up to $1,200)**
Amount Requesting:		
In-Person Presenter:	**Domestic (up to $1,000)**	**International (up to $1,400)**
Amount Requesting:		
Virtual Attendee/Presenter Conference Registration Fee:		

Applicant Information *Only Full-time faculty are eligible to apply.*		
Full Name:	First Request	Second Request
Faculty Rank & Title:		
School / College:		

Travel Event
Full Title of Conference:
Location (City/State/Country):
Dates of Conference: to
Expense Report is due to ORSP via Chrome River within 10 business days of Conference end date listed above.

Applicant Statement
Is this a regularly occurring conference (annual, semi-annual, etc.)?   Yes   No
Funds are limited. Please explain the significance of your attendance/presentation (impacts on professional development in subject area, impacts on student learning, etc.)

For Presenters Only
Title of Presentation:
Type of Presentation: Paper   Performance   Poster   Other (Specify):
Has your abstract, paper, or presentation been peer reviewed? (i.e., was it reviewed for acceptance in the program?)   Yes   No

Know before you go: Read the ORSP Travel Policy here.		
Applicant's Signature	Department/School Head's Signature	College Dean's Signature
Date:	Date:	Date:

Note for Presenters: Please include with your application proof of acceptance of your presentation at the conference: i.e., the conference program, copy of email approval, or screenshot from web-pages showing faculty name and presentation information.