

**COLLEGE OF SOCIAL SCIENCES
APPLICATION FOR TRAVEL FUNDS FOR PROFESSIONAL DEVELOPMENT IN RESEARCH, 2017-2018**

Application deadline (check one): November 20, 2017 February 12, 2018 May 14, 2018 August 13, 2018

Applicant _____ Department _____ Employment _____
If other, specify: _____

Phone _____ E-mail _____ Travel Dates _____

Title of Meeting _____ Location _____

PURPOSE OF TRAVEL (Check all that apply):

To present an accepted conference paper. Title of presentation:

To organize and chair a research panel or symposium in a conference. Title of presentation:

To participate in a training program designed for professional development in research. Describe:

For a special purpose, e.g., receive a prestigious research award. Describe:

For GRADUATE STUDENT applicants (Check one):

Travel is primarily related to: Thesis/Dissertation OR Work as a Research Assistant

FUNDS REQUESTED (Insert dollar amounts):

Airfare: _____ Conference Fee: _____ Ground Transport: _____ Per Diem: _____ Total: _____

- From what other sources are you seeking support for proposed travel?

- Do you have an active grant or award that includes travel funds, or a grant from the meeting organizers for travel?

Yes No If yes, please explain:

- Have you (or will you be) received(ing) other travel funds during this period (i.e. October 1, 2017 – September 30, 2018)?

Yes No If yes, please explain:

PLEASE ATTACH (Check each box below and include all items requested):

An abbreviated C.V., which includes a list of publications, creative activities, extramural grants and contracts applied for and received during the past five years, as well as any pending proposals. Indicate funding sources, award amounts, award period, date submitted, and whether you are the principal or co-investigator.

Abstract of paper; description of symposium chaired or organized; or description of the training program.

Documentation of acceptance of paper or symposium; admittance to training program; or justification for special purpose travel.

A list of University of Hawaii-funded travel to conferences, professional meetings and training meetings during the past 24 months and the source of funds for each.

A statement on the significance of the conference and how it ranks among other conferences in this field.

I, the undersigned, have read all instructions and accept the terms and conditions of the CSS Travel Fund award:

Signature of Applicant: _____ Date _____

Approval of Department Chair: Approve Disapprove

Signature of Department Chair/Supervisor: _____ Date _____

Submit all required documents together in one PDF file to the following email address: ssridir@hawaii.edu, using the following subject heading: "2017 - 2018 CSS Travel Award Application".

(This document is subject to revision)