

## QUINLAN ENDOWMENT FUND FOR FACULTY TRAVEL APPLICATION FORM

**General Information:** Read the Application Guidelines for more detailed information. The Quinlan Endowment supports the travel of full-time tenured and tenure-track faculty and librarians with faculty status to present scholarly or creative work at professional meetings. Because the funds available are limited, each faculty member may not receive more than \$500 per academic year. Priority will be based on the significance of both the applicant's participation and the conference. The application must include 1) a letter briefly describing your activity or activities at the conference; 2) a copy of your abstract for your presentation, or in the case of creative activity, documentation and a short paragraph describing your participation; 3) documentation of acceptance of your presentation or creative activity; and 4) a budget, entered below, documenting that your Quinlan request does not exceed more than two-thirds of the total budget. If your abstract has not been accepted for presentation before the Quinlan application deadline, you must provide documentation of its acceptance before funds will be disbursed. If you are awarded a Quinlan grant, request for disbursement of funds must be made within three months after the activity. Applicants are urged to submit requests for travel funding as early in the academic year as possible. The Research Committee will strictly adhere to application deadlines: October 3, 2011, February 3, 2012, and April 2, 2012. Return the completed application to the Faculty Senate office, Memorial Student Center, room BW14; e-mailed applications will not be accepted.

Name:		MU Co-Presenter (if applicable)	
Department:		Name:	
College:		Department:	
Meeting Name:		College:	
Meeting Place:		Are they applying for a Quinlan Grant?      Yes      No	
Meeting Dates:			

Nature of Presentation:      *Presentation of scholarly paper*  
    *Presentation of creative work*

Additional Activities:      *Panelist, moderator, chair, etc. at professional meetings*  
    *Program Organizer*  
    *Participation on committees of professional organizations*

Type of Meeting:      *National or International*  
    *Regional*  
    *State or Local*

Faculty Status:	Tenured	Tenure-Track	Librarian	Other (list):
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Total Cost of Travel:	\$	Total Quinlan Request:	\$
Total Match (must be at least one-third of the total cost of travel):			\$
<b>BUDGET:</b>			
Transportation:		Lodging:	\$
Airfare:	\$	Registration Fee:	\$
Ground fare:	\$	Meals (if not included):	\$
Other (describe):			\$

Is this research funded by a grant?      Yes      No  
 If yes, does this grant include travel funding?      Yes      No