



International Conference Travel Fund

Application Form

The International Conference Fund (ICTF) is a competitive fund that provides grants up to USD 800 to cover part of the cost to regular faculty members participating in international conferences when presenting peer-reviewed papers. ICTF money may be used only for conference registration fees, airfare (or other transportation), and lodging. All other expenses must be covered using other funds, such as a FIRE account. The difference between actual expenditures and the ICTF grant will be deducted from the FIRE account, if appropriate for FIRE expenditures.

Priority is given to faculty who have not recently received previous grants from the fund. Funds are not available for more than one trip per applicant per year. The Dean of Faculty proposes a list of recipients to the Dean’s Council for approval. After action by the Dean’s Council, all applicants will be informed via email of the Council’s funding decision.

Applications must be submitted to the Dean of Faculty at least one week before the Dean’s Council is next scheduled to meet. All applications for the academic year must be submitted before the last Dean’s Council of the academic year.

Follow-up reports are due within thirty days of the conference and should be submitted to the Dean of Faculty. To obtain reimbursement for expenditures from the grant, the faculty member should attach the receipts for the expenditures to the [Purchase Expense Report](#) or [Travel Report](#). Please contact the Assistant to the Dean of Faculty for further information about submitting claims for reimbursement.

DATE OF APPLICATION:

NAME:

AMOUNT REQUESTED (max. USD 800):

NAME OF CONFERENCE:

LOCATION OF CONFERENCE:

DATES OF CONFERENCE:

TITLE OF PAPER:

CO-AUTHORS (if any):

PEER REVIEWED: Yes No

I confirm that the above paper has been accepted at the above conference after going through a process of peer review.

Please submit a copy of your acceptance letter with this application.

Office Use Only

Approved by the Dean’s Council: Yes No Date:

Expense Report Received: Yes No Date:

Follow-up Report Received: Yes No Date: