



Faculty of Arts Small Travel Grant

APPLICANT AND TRAVEL INFORMATION

Name	Department
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E-mail	Phone Extension
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Rank	Tenured RFA Pre-tenure RFA
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Full Name of Conference/Workshop/Meeting

Location of Conference/Workshop/Meeting

Date(s) of Conference/Workshop/Meeting

Summary of paper/presentation and copies of correspondence with conference organizers confirming acceptance of the paper/presentation. If original correspondence cannot be provided, please type in the relevant information.

FINANCIAL INFORMATION

Amount requested (\$500 max. per academic year)

*Note: Small Travel Grants are not intended to "top-up" the larger Faculty of Arts Travel Grants***Expenses (Please describe briefly)****Estimated Cost**

Transportation

Lodging

Local Transportation

Per Diem

Conference Registration

Other Expenses

Total Expenses

Do you have any remaining start-up funds?

Y N

Amount _____

Faculty members are encouraged to use their start-up funds before accessing internal grants.

Has the proposed event received previous external funding?

Y N

Funder _____

Program _____

Amount _____

Has the proposed event received previous ARTS internal funding?

Y N

Program _____

Amount _____

Please state the reason(s) additional support is now needed

SPONSOR ACKNOWLEDGEMENT

Please indicate how the Faculty of Arts contribution will be acknowledged.

SIGNATURE OF THE APPLICANT

DATE

Completed and signed application forms should be sent to Alvin Ying (aying@ryerson.ca), Graduate Administration & SRC Coordinator and copied to Dr. Patricia Albanese (palbanes@soc.ryerson.ca), Associate Dean, Research and Graduate Studies.

Faculty members are reminded of the generous Professional Development Allowance that can be used for research and travel purposes. Faculty members are also encouraged to use their start-up funds before accessing internal grants.