

**UIUC Campus Research Board
Scholars' Travel Fund
Fiscal Year 2007 Application Instructions**

(July 1, 2007 - June 30, 2008)

404 Swanlund Administration Building
(217) 333-0030

Please Note: **ONLY** applications from the University of Illinois at Urbana-Champaign are eligible for consideration.

REVISED Jun 2007

APPLICATION INSTRUCTIONS

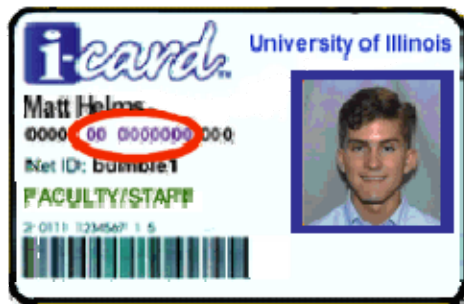
A separate application form must be submitted for each conference attended.

Application forms are available through the Research Board Office. STF forms are also available electronically on the Scholar's Travel Fund page. No additional copies of the application are required.

APPLICANT INFORMATION:

Staff Identification Number

Enter the applicant's Staff Identification Number. Staff Identification Numbers are used to retrieve data on prior Scholars' Travel Fund support and external funding.



**The 9 digit ID Number
is printed in Blue**

Telephone Number

Enter the applicant's office or other telephone number where the applicant may be contacted for additional information or clarification of information given on the application form.

Department/Unit Name

Enter the name of the applicant's department or unit. In the case of a joint appointment, enter only the name of the department or unit that will be making a contribution for the trip and processing the travel vouchers.

Campus Address

Enter the applicant's campus address, including the mail code. Do NOT use the street address unless there is no building name.

CONFERENCE INFORMATION:**Official Dates of Conference**

Enter the "official" dates of the conference. The "official" dates of the conference are the actual dates the conference will be in session.

Attach a photocopy of the Conference Flyer or other document from the conference indicating the dates of the conference. The document submitted must be generated by the conference; items such as airline tickets and hotel bills will not be accepted as proof of the conference dates.

No. Days Attending Conference

Enter the number of days of the conference that the applicant plans to attend. The number of days the applicant attends the conference will determine the amount of the Supplemental Expense Allotment to which the applicant may be entitled. Travel days are not to be included.

SUPPORT INFORMATION:**Support from Sponsor of Conference**

Enter any support the applicant will receive from the sponsor of the conference. Types of support could include, but would not be limited to, airfare, registration fees, lodging, meals, etc.

Support from Department or College

Each application must include a contribution from the applicant's department and/or college. Scholars' Travel Funds are intended to supplement departmental and college funds; not to replace them. Enter the amount of the contribution on the appropriate line.

SIGNATURES:

The applicant's signature and the signature of the Unit Executive Officer must be included on the application form.

PART I - Description of Presentation

STF requires that there be a presentation of original research or artistic work. Provide a brief abstract of the applicant's presentation describing its originality in

the space provided, or on an attached page. If an attached page is used, label the response to this part as Part I.

PART II - Recent Creative Work

Attach a listing of the applicant's recent publications or artistic exhibits pertaining to the subject and/or purpose of the conference. Do not include a vitae or complete list of activity; only include works pertaining to THIS conference. In lieu of above, include a list of publications for the last two years.

PART III - Letter of Invitation

A copy of the letter of invitation must be attached to all applications for foreign travel. If the letter of invitation is not in English, a translation is required. Any conference attended outside of the United States is considered foreign travel.