

SPONSORED RESEARCH

West Chester University

Filano Hall, Room 205
West Chester, PA 19383

WCU SPONSORED RESEARCH TRAVEL FUNDS APPLICATION

The Office of Sponsored Research is pleased to announce a **Sponsored Research Travel Fund** to assist faculty and staff who are seeking external funding for their research and professional development related activities. These travel funds are available to support grant proposal activities, such as meetings with program officers in Washington, D.C., Virginia, or other locations, and/or conversations with prospective partner(s) in the preparation of grant proposals. The funds are available through our indirect cost recovery account.

Since funds are limited, faculty and staff will be eligible to receive one travel award per academic year and for a maximum of two hundred and fifty dollars (\$250). The number and maximum amount awarded for sponsored program and related activities may be adjusted periodically based on the availability of indirect cost funds.

Name: _____

Department/Office: _____

Phone Number: _____

E-Mail Address: _____

Purpose of Travel:

(Please include a rationale for the proposed travel, name, location, and contact information of the Program Officer or collaborative partner).

Amount Requested: _____

(Please include line item budget – with justification)

Date of Travel: _____

NOTE: All requests must be prior approved by the Associate Vice President before the initiation and completion of the Sponsored Research Travels.

Please return your completed application to the attention of Dr. M. Ehi Ayewoh, Associate Vice President of Sponsored Research, via email at mayewoh@wcupa.edu. If you have questions regarding the Sponsored Research Travel Funds, please contact Dr. Mike at ext. 3592/3557.