

The Helen Abell Faculty-Student Collaboration Fund

Deadlines: Fall: October 20

Spring: February 20

PURPOSE: To teach Winthrop University students to be advocates for the teaching profession and to contribute to the knowledge base about their disciplines. Funds will support faculty and student collaborative presentations at professional conferences and meetings.

Faculty applicant name: _____ Department: _____

E-mail contact: _____ ☎ : _____

Description of faculty-student collaboration:

Presentation site: _____ Date of presentation: _____

Conference Organization: _____
 international national regional local

Presentation title:

Financial support requested: (check any that apply and attach additional documentation for those expenses) If you have taken a trip already, supply receipts according to the guidelines of other faculty development funding reimbursement (original receipts, flight tickets, hotel bills, copy bills, food expenses according to daily allowances instate/out of state) and attach travel authorization and reimbursement forms for all participants.

<input type="checkbox"/> flight	_____	<input type="checkbox"/> meals	_____
<input type="checkbox"/> personal car	_____	<input type="checkbox"/> conference fee	_____
<input type="checkbox"/> university car	_____	<input type="checkbox"/> extra insurance	_____
<input type="checkbox"/> hotel	_____	<input type="checkbox"/> other	_____

Have you received any other funds for this trip for the student(s)? ___ yes ___ no

If yes, please state source and amount so that committee can make a decision as to the amount of support it can provide additionally.

Names and e-mail addresses of students involved in collaboration:

Name	E-mail address
_____	_____
_____	_____
_____	_____
_____	_____

A Travel Authorization must also be completed and attached to this form. Travel Reimbursement with attached receipts must be submitted within 30 days of travel.

Applicant signature: _____ Date _____

Department Chair Signature: _____ Date _____