APPLICATION FOR
FACULTY TRAVEL GRANT

Name(s) of Applicant(s): __________________________ Date: ______________

College: __________________________ Department: ______________________

MTSU Phone: _____  MTSU Box: ____  Email Address: ______________________

MTSU start date: _______ Tenure-track:______ Tenured:______ Year tenured:______

I.  PROJECT DESCRIPTION (including statement of objectives, methods, and
timeline):

II. DISCUSSION OF BENEFITS OF THE PROJECT:

   A.  TO THE FACULTY MEMBER

   B.  TO THE UNIVERSITY

BUDGET:

I have received funds from this committee within the past two years.
   (Check one) __No__Yes  If yes, Academic year_______

List other grants applied for this academic year:
## BUDGET

<table>
<thead>
<tr>
<th>Department</th>
<th>Committee Amount</th>
<th>Department Amount</th>
<th>Other Source (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries (itemized)</td>
<td></td>
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<tr>
<td>B. Travel (itemized)</td>
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<tr>
<td>C. Equipment (itemized)</td>
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<tr>
<td>D. Supplies and Expenses</td>
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<tr>
<td>1. Telephone</td>
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<td>2. Postage</td>
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<td>3. Print/duplicating</td>
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<td>4. Art and office supplies</td>
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<td>5. Media production</td>
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<td>6. Instructional materials and software</td>
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<td>7. Rental of equipment</td>
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<td>8. Other (itemized)</td>
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<tr>
<td>E. Miscellaneous (Please explain.)</td>
<td>+_________</td>
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</table>

**Total Funds Requested**  
(A+B+C+D+E)  
__________  
__________  
__________
F. Additional Explanation (if applicable) of budgeted items shown above.

SIGNATURES:

Applicant: ______________________________  Date: _________________

Department Chair: ________________________  Date: _________________

College Dean: ____________________________     Date: ________________

Committee Recommendation:

_____Full Funding _____ Partial Funding _____ Denied ______ Date

Total Funds Approved: ______________________________

Comments: ________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Chair, Faculty Travel Grants Committee  Date: _______________

Vice Provost for Faculty Affairs  Date: _______________

Updated on May 25, 2018