

**Department of Women's Studies**  
**APPLICATION FOR FUNDS FOR PROFESSIONAL DEVELOPMENT AND**  
**RESEARCH/Conference Travel Form**

Applicant \_\_\_\_\_ Job Title \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**PURPOSE OF REQUEST (Check all that apply):**

To present an accepted conference paper. Title of presentation:

\_\_\_\_\_  
\_\_\_\_\_

To organize and chair a research panel or symposium in a conference. Title of presentation:

\_\_\_\_\_  
\_\_\_\_\_

To participate in a training program designed for professional development in research.  
Describe:

\_\_\_\_\_  
\_\_\_\_\_

For a special purpose, e.g., receive a prestigious research award. Describe:

\_\_\_\_\_  
\_\_\_\_\_

**FUNDS REQUESTED (Insert dollar amounts):**

Airfare: \_\_\_\_\_ Conference Fee: \_\_\_\_\_ Ground Transport: \_\_\_\_\_

Per Diem: \_\_\_\_\_ Other: \_\_\_\_\_

Total: \_\_\_\_\_

From what other sources are you seeking support for proposed travel?

\_\_\_\_\_  
\_\_\_\_\_

Do you have an active grant or award that includes travel funds, or a grant from the meeting organizers for travel?

Yes ( ) No ( ) If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you (or will you be) received(ing) other travel funds during this academic year?

Yes ( ) No ( ) If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH (Check each box below and include all items requested):**

A list of publications, creative activities, extramural grants and awards during the past five years, as well as any pending proposals. Indicate funding sources, award amounts, award period, date submitted, and whether you are the principal or co-investigator.

Abstract of paper; description of symposium chaired or organized; or description of the training program.

Documentation of acceptance of paper or symposium; admittance to training program; or justification for special purpose travel.

A list of University of Hawaii-funded travel to conferences, professional meetings and training meetings during the past 12 months and the source of funds for each.

A statement on the significance of the conference and how it ranks among other conferences in this field.

I, the undersigned, have read all instructions and accept the terms and conditions of the WS Department Professional Development award:

Signature of Applicant:

\_\_\_\_\_ Date \_\_\_\_\_

Approval of Department Chair/Supervisor:

\_\_\_\_\_ Date \_\_\_\_\_

Approval of WS Grants and Awards Committee

\_\_\_\_\_ Date \_\_\_\_\_