

**APPLICATION  
to request  
WCU SPONSORED RESEARCH TRAVEL FUNDS**

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The Office of Sponsored Research and Faculty Development is pleased to announce a travel fund to assist faculty who are seeking external funding for their research. These travel funds are available to support grant proposal activities, such as meetings with program officers in Washington, D.C. or participation in workshops in the preparation of grant proposals. The funds are available through our indirect cost recovery account.

Since funds are limited, faculty will be eligible to receive one travel award per academic year up to a maximum of \$200. The number and maximum amount awarded for sponsored program travel grants may be adjusted periodically based on need and the availability of indirect cost funds.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number & email address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date of Travel: \_\_\_\_\_

Purpose of Travel:  
(Include a brief description explaining the relevance of travel to your research agenda.)

Please attach documentation showing upcoming travel needs, i.e. workshop registration and/or copies of receipts if travel has already occurred.

Please return application to Ms. Jeanne King, Director of Sponsored Research via email at [jking@wcupa.edu](mailto:jking@wcupa.edu). If you have questions regarding the application process, please contact Jeanne King at ext. 3310.