

February 1, 2017

MEMORANDUM

TO: CLAS Faculty

FROM: Pete Waylen, Associate Dean

RE: CLAS Faculty Travel Support

CLAS will be accepting proposals from faculty who will be traveling during the period May 1 – August 31, 2017. The proposals are due in this office by 4 p.m., Wednesday, March 15, 2017. Department chairs have been asked to rank and submit the applications, so please contact your chair for the department deadline.

CLAS will give priority to junior faculty for invited/selected presentations at professional meetings and to other faculty for invited/selected presentations at international meetings. Please note that a departmental contribution is not required; however, department, center, or grant support is considered as a measure of the value of the research endeavor to the department and profession. Adjunct faculty and postdoctoral associates are not eligible to apply for travel funds.

Any travel allowances in startup packages that can be access for this travel period will need to be *expended or encumbered* prior to submission of a CLAS travel request.

Faculty may request support for a maximum of two trips per person for each travel competition. The college may limit the total amount per person in a year. Award announcements will be sent by email. If you have any questions about travel support, please call Arlene Williams at 392-2230.

Note: The form is available on the web at <http://www.clas.ufl.edu/forms/index.html>