**FDC Conference Travel Application Template**

Instructions: Please insert your own text between the [brackets]. When complete, please save the entire document as one PDF file before submission.

[Conference Name]

[Conference Location]

[Conference Dates]

[Your Name] – [Your Department/Program]

[Total Award Amount Requested]

**Abstract of the proposal:**

[In 100 words or less, please summarize the research presented or the nature of your participation in the conference]

**Narrative Descriptions**

No more than two page (single-spaced,) in language that is accessible to non-specialist colleagues, using the following subheadings

**Nature of my participation at the conference. .**

[Insert your text here. Examples: presented a paper of poster or organized/chaired a session]

**Significance and value of conference to my research or artistic program:**

[Insert your text here.]

**Relationship of the project to my ongoing development as a scholar and artist:**

[Insert your text here.]

**A description of the intended use of the** [**faculty conference travel**](https://www.bowdoin.edu/academic-affairs/protected/faculty-conference-travel.html) **funds administered by the Office of the Dean for Academic Affairs**

[Insert your text here. Please include dates and how much has been / will be spent for each conference listed.]

**Previous awards from FDC:**

[Insert your text here. A statement indicating the date and amount of award(s) from the Faculty Development Committee received over the past six years. *A brief summary of the results of work supported by such prior funding is a prerequisite for additional funding.* Any relationship between previously funded projects and the current one must be described.]

*Example: For 2015-2016, I received a $4000 FDC research grant to travel to Rome to study historical pasta ingredients, shapes, and boiling times. RESULT: I have written an 8000-word article, which is currently under review at the food studies journal, Gastronomica.*

**Other sources of funding:** Since the FDC normally funds applications after other funds like start-ups, endowed chair discretionary funds, or research and professional development funds have been exhausted, please indicate specifically how any remaining funding is committed.

[Insert text here. Please indicate if you have applied for or receive other funding]

*[End of project narrative. This section should be no longer than 2 single-spaced pages with 1.25-inch margins.]*

**Budget:**

You may submit a budget one of two ways:

* Using [THIS linked excel template](https://www.bowdoin.edu/academic-affairs/pdf/travel%20budget.xlsx): when you enter amounts into the highlighted cells, the totals will automatically populate.
* Please insert the type of expense, amount and rationale into the table below. Please clearly distinguish between expenses you have already incurred and submitted, those you have incurred but not yet submitted, and those which you have not yet incurred.
* Please round off figures to the nearest $10 when submitting your budget.

|  |  |  |
| --- | --- | --- |
| Type of Expense | Amount | Rationale |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* TOTAL=
* [Or if you prefer to use a narrative form: Insert text here discussing overall amount requested. If more detail is required, please submit a supplementary budget form.]

**Resources for anticipating, budgeting and calculating expenses**

* Bowdoin’s [Traveler Resources](https://www.bowdoin.edu/finance/travel/protected/index.html)
* Per diem Rates: Consult the [GSA domestic](https://www.gsa.gov/travel/plan-book/per-diem-rates) and [State Department foreign per diem](https://aoprals.state.gov/web920/per_diem.asp) rates to determine budget. Rates may not exceed $300 for meal and lodging costs.
	+ For domestic travel: You may use per diems for budgeting. For reimbursement, travelers must submit induvial expenses for meals and lodging.
* International Travel
	+ Bowdoin’s [International Travel Page](https://www.bowdoin.edu/finance/travel/protected/international-travel.html)
	+ Currency conversations for submitted receipts are calculated directly in Workday.
	+ For estimating currency conversions in advance for budgeting purposes, [OANDA](https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1) is a useful resource

[CUT AND PASTE YOUR CV HERE]

[CUT AND PASTE ANY SUPPLEMENTAL MATERIALS HERE]