



CTL TRAVEL GRANTS

Travel Grants

The CTL offers conference travel grant funding to assist in offsetting the costs associated with participating in conferences focused on teaching and learning in higher education. Those who attend conferences with funding from this program are expected to share their experiences and what they learned about teaching and learning with interested faculty.

The funds provided are not expected to cover all expenses in most cases. Applicants are encouraged to consult with their AAU Heads to identify other sources that might help cover the difference in expenses.

Criteria

- Description of the conference/event, including the conference theme
- Detailed description about how the conference is related to teaching and learning in higher education (e.g., enhancing teaching skills and/or curriculum development, rather than specific disciplinary content)
- Clear plan around how recipients might share what they have learned with the University of Windsor community (e.g. workshops, departmental council presentations, curriculum changes, blog/article)

Priority

Priority will be given to:

- Applicants who have not received a grant for the fiscal year (May 1 – Apr 30)
- Conferences/events explicitly focused on teaching and learning
- Faculty members who intend on presenting at (or have submitted a presentation to) this conference/event

Eligible Expenses: Registration fee, travel and accommodation (in accordance with the [University of Windsor's Travel Policy](#)).

Application Procedure

- The Committee requires:
 - a completed application form,
 - signature of Dean/Dean designate.
- Applications may be submitted to Travel Grant Review Committee, ctl@uwindsor.ca

Conditions: Successful applicants will be expected to share what they learn about effective instruction with the University of Windsor community.

If you wish to take advantage of this offer, please fill out the attached application, and submit it to the Travel Grant Review Committee, **c/o The Centre for Teaching and Learning** at least two months in advance of the conference.

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The CTL offers conference travel grant funding to assist in offsetting the costs associated with attending teaching and learning conferences. The funds provided are not expected to cover all expenses.

Application Form

Name: _____ Travel Grant
Submission Date: _____

Position: _____ Dept: _____

Conference Title: _____

Dates of travel: _____ Location: _____

Estimate of expenses: _____ Amount Requested: _____

Registration fees: _____

Travel: _____ Accommodation: _____

How will attending the conference/workshop meet the grant criteria?

Proposal Submitted to conference? Yes No N/A
(if yes, please attach draft of proposal)

How will you share what was learned with the University of Windsor?

Signature of Dean/Dean designate: _____