

CTL TRAVEL GRANTS

Travel Grants

The CTL offers conference travel grant funding to assist in offsetting the costs associated with attending teaching and learning conferences. Priority will be given to faculty members making a submission for a conference presentation. The funds provided are not expected to cover all expenses in most cases. Applicants are encouraged to consult with their AAU Heads in order to identify other sources that might help cover the difference in expenses.

CTL travel grants are available to instructors who would like to attend a conference and agree to share their learning when they return to campus. Those who attend conferences under this program are expected to share their experiences and what they learned about effective teaching with other interested faculty.

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.

Eligible Expenses: Conference registration fee, travel and accommodation.

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

Evaluation Criteria: The Committee invites a brief one-paragraph statement outlining how attendance at the conference will enhance the applicant's curricular or methodological expertise and/or teaching skills.

Application Procedure

- The Committee requires a completed application form, a statement of how attending the conference will meet the grant criteria and the signature of Dean/Dean designate.
- Applications may be submitted to Travel Grant Review Committee, **c/o The Centre for Teaching and Learning, 700 California Avenue, Ed Lumley Centre for Engineering Innovation**
- Recipients of this grant will be notified in writing.

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
(please attach draft of proposal)

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

Signature of Dean/Dean designate: _____