



## Centre for Teaching and Learning (CTL) 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. 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 of funding that might help cover the difference in expenses. The travel grant committee may also recommend other sources of funding as well.

### Application Requirements

The Committee requires:

- a **completed application form**, including:
  - the conference/event, including the conference theme
  - a 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)
  - what the recipient hopes to learn/achieve from this conference experience, and how they will apply what they've learned in the University of Windsor context
- **signature of Dean/Dean designate**

Applications should be submitted to the Travel Grant Review Committee: [ctl@uwindsor.ca](mailto:ctl@uwindsor.ca)

### Eligibility and Priority

Eligibility:

- University of Windsor full-time faculty and staff
- Sessional lecturers, Limited Term Appointments (LTAs), and Adjunct Professors who are actively teaching and/or supervising students at the University of Windsor
- University of Windsor students

Priority is given to:

- conferences/events explicitly focused on teaching and learning
- faculty members who intend on presenting at (or have submitted a presentation to) the conference/event
- applicants who have not received a CTL travel grant for the fiscal year (May 1 – Apr 30)
- conferences/events explicitly focused on teaching and learning
- projects involving students as partners

## **Funding Amounts**

Subject to available funding:

- a cap of \$1,000 per applicant
- \$1,500 for two or more applicants on the same proposal (please indicate in the application how the amount would be divided)

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

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.

**\*The CTL Travel Grant Application Form is included on the following page**

# CTL Travel Grant Application Form

## Applicant Information

Submission Date:	
Name:	
Position:	
Department:	

## Conference/Event Information

Conference/Event Title:	
Dates of Travel:	
Location:	

1. Provide a 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):

2. What do you hope to learn/achieve from this conference experience, and how will you apply what you've learned in the University of Windsor context?

## Estimate of Expenses

Registration Fees:	
Travel:	
Accommodations:	
Amount Requested:	

Have you submitted a proposal to present at the conference/event (if yes, please attach draft of proposal)?

Yes

No

N/A

Signature of Dean/Dean Designate: