



**University of Windsor, Faculty of Education**  
**Travel Fund for Scholarly Research and Creative Work and/or**  
**Professional Development (Adjuncts)**

**Application Form**

Name (title, first, last):	
Phone:	UWindsor Email:
Employee Number:	Today's Date:
Date(s) for proposed Scholarly Research/Creative Work/Professional Development:	

- ☐ I currently hold an Adjunct appointment in the Faculty of Education at the University of Windsor.
- ☐ I have been assigned one or more Faculty of Education courses to teach during the current academic year.  
If no, but you will be applying to teach one or more courses check here ☐
- ☐ I have REB approval for my research. Check here if not applicable ☐

I hereby apply for an award from the *Travel Fund for Scholarly Research and Creative Work and/or Professional Development (Adjuncts)*.

**Total Amount Requested (Maximum \$300\*):** \_\_\_\_\_

*\*The maximum amount that any adjunct faculty member may receive in one academic year is \$300. Consideration will be given to the details of the application, the overall number of applications made to this adjunct travel application fund, and the record of previous successful applications. Applications may be made once per year, but efforts will be made to ensure fair distribution of the grants on an annual basis.*

*Provide a brief description of the research, scholarship, creative work and/or professional development project(s) to be undertaken or planned.*

*Clearly state how your application supports your own scholarly research and creative work or professional development, and/or how it relates to your teaching in the Faculty of Education, in the space below.*

Complete the following budget form as applicable.

<b>TRAVEL/CONFERENCE/WORKSHOP EXPENSES (as per University of Windsor policy)</b>		
Location:		Expected Dates of Travel:
TYPE OF EXPENSE	ESTIMATED COST (\$ CDN)	COMMENTS / EXPLANATIONS
Transportation:		(Include mode of transport)
Accommodation:		(include # nights)
Conference/Workshop Reg. fees:		
Meals:		
Local transport: (e.g., taxi)		
<b>OTHER EXPENSES (itemize):</b>		
<b>TOTAL</b>		

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

☐ Approved

☐ Not Approved

Rationale if not approved: \_\_\_\_\_

\_\_\_\_\_  
Dean (or designate) signature

\_\_\_\_\_  
Date

Please attach the completed application form and supporting documentation (e.g., conference acceptance, conference agenda, etc.) in one electronic file to [eduemployment@uwindsor.ca](mailto:eduemployment@uwindsor.ca)

Address inquiries to: Maria Argoselo 519-253-3000, ext. 3811