**IHR Travel Grant**

**Value:** $2,000 per semester

**Due Date:** On a rolling basis each semester until funds for this scheme are depleted.

**Grant Description:**  
This grant scheme supports research activity that involves travel for article presentation at conferences and symposiums, presentation at research lectures, and travel for archival research purposes. It is open to all tenure and tenure-track faculty, or other faculty eligible for a research release, in any Humanities unit from any ASU campus.

Funding will contribute to: airfares, trains, airport shuttle buses, conference fees, accommodation, and can be used for multiple conferences. (Taxis and private hire cars not supported). Faculty members are eligible for only one grant per year under this scheme.

**Criteria:**

* Acceptance email for presentation at a conference or symposium, or letter of invitation, or email acknowledgement from the archive you are attending.
* Clear justification of how the conference/s, talks, symposiums, archives will progress applicant’s career.
* Scholarly Record of the applicant (C.V.)
* Stature of the conference or invitation, or significance of the archival work for future research publication.

**Applicant Eligibility:**

* Applications are welcomed from any level of tenure and tenure-track faculty, or other faculty eligible for a research release, in any Humanities unit from any ASU campus.

**Application Instructions:**  
Please fill out the questions below (in the textboxes and tables). Once completed please convert this document into a PDF and email it to: [ihr@asu.edu](mailto:ihr@asu.edu), with the subject line: ‘IHR TRAVEL GRANT APPLICATION’.

**APPLICATION:**

**Your proposed Research Activity. (1/2 page)**e.g. Details of the conference host organization, the title and abstract of the paper or talk being presented; the archive name and place, and your focus of the archival work, etc.

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| Expandable textbox |

**Explain the significance of your research activity for your career/research strategy and field.** **(approx. 1 page)** Why is this conference/s important for you to present at? How will it promote your career development?

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**How will the research activity enable your publication strategy over the next 12 months? (1/2 page).** Detail your proposed publication plans: i.e. what are you planning to publish and with which presses or journals in the next 12 months?

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**Travel timeline and activities** (include multiple activities at different times and locations if appropriate. That is, if you are applying to attend more than one research travel activity please supply details for each).

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| **Dates** | **Location** | **Activity (including organizing institution, conference title, title of paper, acceptance date)** |
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**Budget:** Complete the budget table. Please ensure all travel costings comply with ASU Travel Policy, and ensure you complete travel forms and bookings as advised on the ASU Travel Policy website: <https://cfo.asu.edu/domestic-travel-guidance>

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| **Expenditure Requested** | **Amount** |
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|  | **Total:** |

**Scholarly Record of Applicant** (include past 3 years of scholarly activity/publications – 2 page max):

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| Expandable textbox |

**Terms & Conditions:**

Recipients of travel grants must agree to:

* Recognize the IHR’s support in an acknowledgments section of their publication

**Applicant's Signature and Date:**

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**Director of Department or School Endorsement and Signature (Director of Department to confirm the proposed travel dates are acceptable and approved):**

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Please submit your page application to: [ihr@asu.edu](mailto:ihr@asu.edu) with the subject line: ‘IHR TRAVEL GRANT APPLICATION’.