

October 26, 2009

MEMORANDUM

TO: CLAS Faculty

FROM: Dave Richardson, Senior Associate Dean

RE: CLAS Faculty Travel Support

The CLAS Travel Committee will be accepting proposals from faculty who will be traveling during the period January 1 – May 1, 2010. **TWO** copies of each proposal are due in this office by 4 p.m., Monday, November 23, 2009. Department chairs have been asked to rank and submit the applications, so please contact your chair for the department deadline.

The Committee will give priority to junior faculty for presentations at meetings of international import and to other faculty for invited/selected presentations at professional meetings. Please note that a departmental contribution is not required; however, department, center, or grant support is considered as a measure of the value of the research endeavor to the department and profession. Award announcements will be sent by email. If you have any questions about travel support, please call Arlene Williams at 392-2230.

Note: This form is available on the web at http://www.clas.ufl.edu/forms/travel_faculty.doc