**Butler Awards Committee**

Fine Arts, Humanities and Social Sciences (Qualitative Research Methods)

**Application for Short Course/Workshop Attendance Grants**

Please complete the cover sheet and budget form by entering information into the data boxes and attaching additional documents as required by the guidelines for a BAC short course/workshop attendance grant.

Once the application is complete, including all of the required signatures, please scan the entire application package into one PDF file and send an electronic version to the Butler Institute for Research and Scholarship at osp@butler.edu. Hard copies of applications will not be accepted. Applications that do not follow the current guidelines will be returned without review.

**Applications for short course/workshop attendance grants are due the first of each month, one month prior to the date of the short course or workshop.**

|  |  |  |
| --- | --- | --- |
| Name:  | E-mail:       | Phone:      |
| College: | Department:       |
| Tenured:[ ]  | Tenure-track:[ ]  | Not tenure-track:[ ]  |
| Today’s date:      | Date of travel:      | Travel destination:      |
| Name of organization sponsoring the short course or workshop:      |
| Name of specific session (if applicable) to be attended:      |
| Total amount of funds being requested**: $**Up to $500 for domestic travel, including the US, Canada and Puerto Rico: $     Up to $750 for international travel: $      |

**Signatures:**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BAC Short Course/Workshop Attendance Application**

**Budget Form**

**Grant request (total from all categories cannot exceed $500 for domestic or $750 for international short courses or workshops.)**

Travel (by car, $.56\* per mile) $

Travel (by plane) $

Hotel accommodations $

Per Diem $

Short course or workshop enrollment fee $

Other (please specify, see below) $

**Grant request $**

**\****or current mileage rate*

Please explain any “other” requests below.

**Checklist**

[ ]  Cover sheets (including signatures)

[ ]  Budget form

[ ]  Program statement

[ ]  Short course/workshop announcement or program

[ ]  Appendix (optional)

If successful, my application may be shared as an example for other applicants: Yes [ ]  No [ ]

|  |
| --- |
|  **For OSP Internal Use Only**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |