**Holcomb Awards Committee**

Sciences and Social Sciences (Quantitative 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 HAC 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 Office of Sponsored Programs at [osp@butler.edu](mailto: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 $1,000)**: $** | | |

**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 $1,000.)**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |