

University of Toledo
Department of English Language and Literature
Request for Student Professional Travel Funds
from the Edward Shapiro Fund for English Composition II
submit to the Shapiro Endowment Committee c/o Nancy Salsbury, Dept. of English

Name:

Date:

Graduate _____ Undergraduate _____

1. Purpose of Request (check all that are appropriate)

___Regional ___National ___Conference ___Symposium ___Research ___Other

2. Description of Request

State briefly below the intended destination, dates, and purpose of the travel. Attach to this form information about the nature of the conference – its theme or subject, what organization is running it, where it will be held, whether it is peer-reviewed, the title of the panel on which you will be presenting, etc. Attach a copy of the call-for-papers. Attach a copy of any material which will verify your participation in the proposed activity (letter of acceptance, name appearing in program, etc.). Attach a brief statement of the value of participation in this conference to your academic interests and advancement.

3. Indicate, if known, the number of Shapiro student professional travel requests you will make this fiscal year _____

Rank this request relative to the others you are making this year

Highest priority _____ Lower priority _____

4. Detailed budget

Itemize the expenses which you expect to incur:

Transportation _____

Lodging _____

Meals _____

Registration fee _____

Other _____

Total _____

I have _____ / have not _____ applied for funding from the **UT Graduate Student Association**.

I have received \$ _____ from the GSA

Endorsement of the Shapiro Endowment Committee:

Amount approved by the Committee: _____

Signature: _____
Chair of Shapiro Endowment Committee or Department Chair

Date: _____