

 Last Revised 12/15/2015

**Checklist**:

 □Cover letter *(optional)*

□Brief description of how funds are to be used and why they are needed

 □Brief description of anticipated results of the activity and how they related to grant development

 □Brief description of why travel is required, rather than correspondence through telephone or email

 □Itemized Budget

**Name**:

**Title of proposed research**:

**Potential funding sources**:

**Office Use Only**

Date received:

Date reviewed:

Funded: Yes No

Date forwarded:

Date closed:

*DEADLINE:*

*Anytime*

Small awards of funds (up to $500 or half the total cost of travel, whichever is less) are available for travel in support of research activities directed toward development of a grant application. This includes travel to meetings where a faculty member has a specific meeting to discuss development of a grant with an official of a grant awarding organization, with a consultant, or with a scientific collaborator. Travel of a consultant or collaborator to Kent State University for the purpose of grant development also will be considered. Travel requests for other purposes will be considered based upon their tie with grant planning or acquisition.

Information requested includes an itemized budget, how funds are to be used and why they are needed, what the anticipated results of the activity are, and how they relate to grant development. Why travel is required, rather than correspondence or telephone contact, must be clearly stated. Please indicate what other funding sources (e.g., Research and Graduate Studies) have been explored and what the outcomes of requests were.

**Application for Faculty Travel for Consultation**

DEPARTMENT OF PSYCHOLOGY ♦ APPLIED PSYCHOLOGY CENTER, KENT CAMPUS

**Instructions:** Complete the following form and submit with additional materials to the Applied Psychology Center (APC). Email completed applications for review to the APC. Hard copies may be left in mail box or delivered to office 378b. If you have questions, don’t hesitate to email or call (330) 672-2003. Refer to handbook for additional details, which can be found on the [APC Website.](https://www.kent.edu/psychology/applied-psychology-center)