



**Points to Remember:**

- Category I travel grants *are not* reviewed by the Faculty Grants and Leaves Committee
- Category II travel grants *are* reviewed by the Faculty Grants and Leaves Committee
- Mark the appropriate category on the cover sheet- see page 8 Faculty Handbook for details
- Include all appropriate supporting documents such as letters of invitation, letters of support, estimated travel or conference expenses.
- Funds must be used during the appropriate funding period
- Denial of a proposal (rankings and funding)- revise and re-submit in the next round
- Submit report on the results of work within three months of completion