



Application for Conference Attendance Funds

**Deadline: Ongoing until June 30, 2024
(Pending availability of funds)**

HERE Center researchers and affiliates are invited to apply for funds to support travel to research/professional conferences. A total of 3 awards will be issued per cycle. These funds are provided by the HERE Center and must follow guidelines as specified in this application.

- Request for funds cannot exceed more than \$1500 per academic year.
- HERE Center Faculty Researcher may apply for these funds once per academic year. If you are currently a HERE Center Faculty Partner/Affiliate and interested in becoming a HERE Center Faculty Researcher, please fill out [this application](#).
- Faculty who has been awarded with the HERE Center's supplemental funding are not eligible.
- To be eligible, faculty must be the listed presenter for an oral or poster presentation and submit supporting documentation verifying status and acceptance.
- The research being presented must be aligned with the HERE Center's vision and mission.

Name: _____

Department: _____

Phone: _____ E-mail: _____

Conference Information

Name of conference: _____

Dates of conference: _____ Location: _____

Presentation Title: _____

List of co-authors: _____

Please provide us with an abstract of your presentation or poster. Include information on how the research being presented is aligned with the HERE Center's vision and mission. Feel free to include an attachment if needed.

How much are you requesting: \$ _____

Please provide an itemized (tentative) budget for the funds below.

Category (e.g., supplies, participant stipend, etc.)	Description	Dollar (\$) Amount
	Total	

*Attach additional sheets or documents as needed.

Please read and acknowledge each point below.

- I understand that I cannot request more than \$1500 per application cycle and that I may not apply for these funds more than once per academic year. _____ (initials)
- If awarded the funds, I understand that I will need to submit a report at the end of the project or academic year, outlining how the funds were used. This report will be included in the HERE Center's annual report to be reviewed by the Office of the Provost. _____ (initials)
- If I have an existing e-fund account at TUC, awarded funds will be transferred to my e-account. As such, I will be responsible for managing the funds and following all TUC expenditure guidelines and rules. _____ (initials)

- If I do not have an existing e-fund account, my proposed expenses, as outlined in the budget section, will be paid and/or reimbursed by my department through their procedures. Subsequently, my department will submit an invoice request for auxiliary with supporting documents (i.e., paid invoice, salary/benefits records, schedules of services provided) to the HERE Center for the reimbursed amount. The invoice request for auxiliary must be submitted to the HERE Center no later than the date specified in my award notification. _____ (initials)

2. Department Chair Section

I understand that the person named above will receive support for conference-related travel from the HERE Center. As such, I also understand that:

- If the faculty has an existing e-fund account at TUC, the HERE Center will transfer the awarded amount to the faculty's account where they will be responsible for managing the funds and following TUC expenditure guidelines and rules.
- If the faculty does not have an existing e-fund account at TUC, the proposed expenses, as outlined in the budget breakdown on this document, will be paid and/or reimbursed by my department through our procedures. Subsequently, my department will submit an invoice request for auxiliary with supporting documents (i.e., paid invoice, conference travel receipts) to the HERE Center for the reimbursed amount.

Signature of Chair

Date

Please submit this completed form to the HERE Center at amber.bui@csun.edu. Please note that the average application review time is typically between 5 and 8 weeks.

Note that you will be asked to submit a final report to be included in the HERE Center's annual report to be reviewed by the Office of the Provost.