



Application for Conference Attendance Funds 2024-2025

Deadline: January 31, 2025

HERE Center Faculty Researchers and Faculty Affiliates are invited to apply for funding (cannot exceed \$1,500) to support travel to research/professional conferences. A maximum total of 3 awards will be issued per academic year. These funds are provided by the HERE Center and must follow guidelines as specified in this application.

Who can apply?

- **HERE Center Faculty Researchers**
 - may apply for the travel funding once per application cycle (which occurs once per academic year).
- **HERE Center Faculty Affiliates**
 - may apply once every two application cycles
 - For example, awardees from 2023-2024 travel or supplemental funding opportunities are not eligible for the 2024-2025 cycle.
 - If you are currently a HERE Center Faculty Partner/Affiliate and interested in becoming a HERE Center Faculty Researcher, please fill out [this application](#).

Other stipulations or requirements

- Qualified applicants must:
 - be the listed presenter for an oral or poster presentation,
 - submit supporting documentation verifying status and acceptance.
- Faculty members who have applied for the HERE Center's 2024-25 supplemental funding are **not** eligible for the travel funding.
- In the application, applicants should:
 - outline how their research addresses health disparities or contributes to the promotion of health equity within their research area,
 - provide concise statements highlighting the alignment of their project with the Center's mission and vision,
 - explain how the knowledge and experiences gained from this travel opportunity will enhance their research project

1. Faculty Applicant Section

Name: _____

Department: _____

Phone: _____ E-mail: _____

Conference Information

Name of conference: _____

Dates of conference: _____ Location: _____

Presentation Title: _____

List of co-authors: _____

Description of the research being presented (500 words or less):

- Clearly outline how the research addresses health disparities or contribute to health equity
- Discuss how the research being presented is aligned with the HERE Center’s vision and mission.
- Include an attachment to further support the application, if needed.

Justification of Need: Please provide an itemized (tentative) budget for the funds below. Supporting documents to reflect estimated travel expenses are required.

How much are you requesting: \$ _____

Category	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 or apply more than once per application cycle.
_____ (initials)
- If awarded, I understand that I must submit a report at the end of the academic year, outlining the use of funds and the impact of your research. This report will be included in the HERE Center’s annual report to be reviewed by the Office of the Provost. _____ (initials)
- If awarded, the proposed travel expenses, as outlined in the budget breakdown on this document, will be paid and/or reimbursed by my department through our travel 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. _____ (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 and acknowledge the following:

- The faculty member’s research aligns with the HERE Center’s mission and objectives, particularly in advancing health equity.
- If awarded, the proposed travel expenses, as outlined in the budget breakdown on this document, will be paid and/or reimbursed by my department through our travel 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 after the deadline.

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.