

February 26, 2025

MEMORANDUM

TO: CLAS Faculty
FROM: Bianca Evans-Donaldson, Associate Dean
RE: CLAS Faculty Travel Support

CLAS will be accepting proposals from faculty who will be traveling during the period of May 1 – August 31, 2025. The proposals are due in this office by Tuesday, March 18, 2025. Department chairs have been asked to rank and submit the applications, so please contact your chair for the department deadline.

CLAS will give priority to junior faculty for invited/selected presentations at professional meetings and to other faculty for invited/selected presentations at international meetings. Please note that a departmental contribution is not required; however, department, center, or grant support is considered as a measure of the value of the research endeavor to the department and profession. Adjunct faculty and postdoctoral associates are not eligible to apply for travel funds.

Any travel allowances in startup packages that can be accessed for this travel period will need to be *expended or encumbered* prior to submission of a CLAS travel request.

Faculty may request support for one trip per person for each travel competition. The college may limit the total amount per person in a year. Award announcements will be sent by email. If you have any questions about travel support, please contact: jane.santos@ufl.edu

Note: The form is available on the web at <https://dean.clas.ufl.edu/faculty-research-funding-travel/>