

BATTEN COLLEGE OF ENGINEERING AND TECHNOLOGY (BCET)

FACULTY TRAVEL AWARD

Application Deadline: Rolling for 22-23 AY

The purpose of this BCET Faculty Travel Award is to incentivize research and enable faculty in the College to travel to funding agencies or to meet with program officers in funding agencies.

BCET will offer up to \$500 in matching funds in Faculty Travel Award per faculty per academic year. Applications are accepted and reviewed on a rolling basis by the Research and Graduate Program in BCET. Awards are granted to highly qualified applicants consistent with BCET College goals of increased research productivity and high quality scholarship.

DEADLINE: Rolling, as long as funds are available.

EXPECTATIONS: Candidates must have secured a meeting appointment with a relevant funding agency or program officer in a funding agency. Recipients who do not submit reimbursement claim within 30 days of the meeting appointment will forfeit the award.

ELIGIBILITY: Any faculty member in BCET. Priority may be given to the tenure track faculty members.

LETTERS OF RECOMMENDATION: Application must accompany at least one letter of recommendation from his/her Department Chair.

PROCESS FOR APPLICATION AND CRITERIA FOR AWARDING STIPEND:

- The candidate must be full time faculty member in BCET.
- Must submit meeting acceptance notice with their application.
- The faculty member's Department, or, faculty member must contribute up to and beyond the \$500 maximum matching amount offered by BCET for this award. The commitment by the Department and/or Faculty needs to be included in the recommendation letter.
- Submit your electronic application using the attached form and all accompanying materials to the contact as shown below.

**BATTEN COLLEGE OF ENGINEERING AND TECHNOLOGY (BCET)
FACULTY TRAVEL AWARD**

Application Deadline: Rolling for 2022-23 AY

DATE _____

NAME _____

TELEPHONE: _____

ADDRESS _____

STATE: _____ ZIP CODE: _____

E-MAIL ADDRESS _____

RANK: _____

HAVE YOU PREVIOUSLY RECEIVED A BCET FACULTY TRAVEL AWARD? YES NO IF YES, WHEN: _____

DEPARTMENT: Electrical and Computer Engineering (ECE) Computational Modeling and Simulation Engineering (CMSE)
 Mechanical and Aerospace Engineering (MAE) Engineering Management and Systems Engineering (EMSE)
 Civil and Environmental Engineering (CEE) Engineering Technology (ET)

FUNDING AGENCY FOR THE VISIT: _____

PROGRAM OFFICER: _____

MEETING APPOINTMENT NOTICE ATTACHED? YES NO

DATE: _____ LOCATION: _____

EXPECTED TOTAL COST OF ATTENDANCE: _____

DEPARTMENT CHAIR LETTER OF RECOMMENDATION

NAME: _____ DEPARTMENT: _____

EMAIL: _____ PHONE: _____

**SUBMIT THIS FORM AND ALL OTHER RELEVANT
DOCUMENTS IN ONE PDF FILE (LastnameFirstname.pdf)**

**TO: Ms. Simone Leighton
(sleight@odu.edu)
Cc: Prof. Khan Iftekharuddin
(kiftekha@odu.edu)**