

Provost Professional Conference Support Funds

Guidelines for Final Report:

A final program report must be submitted to the Provost Office via InfoReady no later than June 1, at the end of the academic year in which travel occurred. The report should discuss detailed information about the budget and logistics of the professional travel and should describe how travel opportunity has impacted the faculty member's professional development, research, scholarly network, etc.

Funding recipients will not be eligible for further Provost Professional Conference Support Funds until the final report has been received. Guidelines for this report are outlined below.

The final report should summarize outcomes of the professional travel, such as:

- Total trip costs and amount covered by the awarded funds.
- Description of impact and opportunities that arose from travel opportunity.

This report may be brief and should not exceed 1-2 pages.