## The ASCEND Center for Biomedical Research

## **ASCEND Form T3**

Application for Travel to a Conference or Workshop

## Please note:

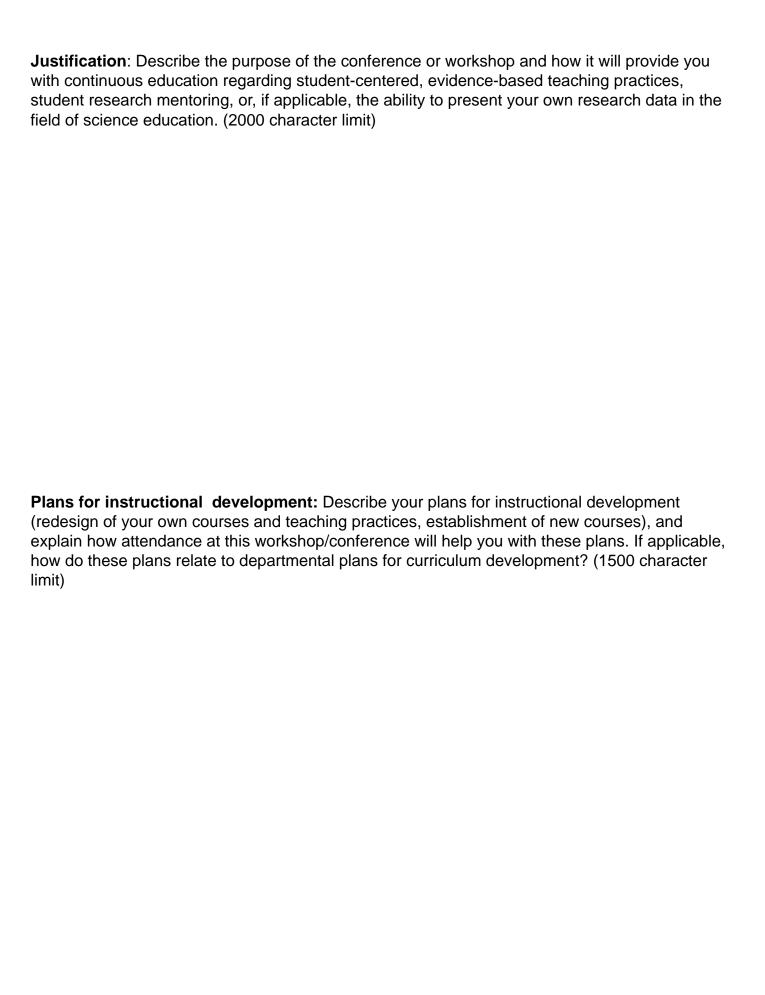
- Applications for travel funds must be submitted at least 6 weeks prior to the event.

- If approved, a travel request will be prepared and processed through university channels.	
MSU ID#	
Name	
Academic Rank	Date of Appointment at MSU (mm/dd/yyyy)
Select all that apply:	
Tenure Track Tenured	Full-Time Contractual
Department	School or College
Name of Conference/Workshop	
Travel Departure Date (mm/dd/yyyy)	Travel Return Date (mm/dd/yyyy)
Location of Conference (city and state)	

Budget: Please attach a detailed budget. Include the following categories:

- Registration
- Transportation (indicate method of travel, e.g., plane, train, private car, bus)
- Parking/Taxi/Shuttle
- Mileage
- Lodging
- Meals (calculate based on the State of Maryland per diem rate for the conference location)
- Other (specify)

<sup>\*</sup>Please attach supporting materials for the items included in the budget.



**Dissemination**: Please describe how you will disseminate information you receive from the training you attend (or how you will share data you presented at the conference) within your academic unit (department/school) and with Academic Affairs as well as with the Office of Assessment (as applicable).

**Reporting requirement:** If funded, you need to submit a post-conference report that details how the conference has enhanced your ability to implement and/or improve student-centered learning in your classroom/lab/program, or disseminate your education research data to the larger Morgan State community. *This report is due within 30 days of your return to campus.* 

**Attribution requirement**: If you are awarded travel support, you must credit the ASCEND grant on all conference abstracts, presentations, proceedings and publications, with the wording:

Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Number RL5GM118972. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.

## **Attachments (in PDF format)**

- Conference description or conference program (required)
- If you are presenting at the conference, provide the accepted abstract, and documentation that your abstract was accepted (required if presenting at the conference)
- Your CV, including all past and current teaching experience (required)
- Supporting information for the justification (optional)
- And don't forget documentation supporting the budget, as mentioned previously! (required)
- Please email all applications and any questions to ascend @morgan.edu.