

# 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)

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**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)

\*Please attach supporting materials for the items included in the budget.

**Justification:** Describe the purpose of the conference or workshop and how it will provide you with continuous education regarding student-centered, evidence-based teaching practices, student research mentoring, or, if applicable, the ability to present your own research data in the field of science education. (2000 character limit)

**Plans for instructional development:** Describe your plans for instructional development (redesign of your own courses and teaching practices, establishment of new courses), and explain how attendance at this workshop/conference will help you with these plans. If applicable, how do these plans relate to departmental plans for curriculum development? (1500 character limit)

**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](mailto:ascend@morgan.edu).*