Proposal Instructions

Please follow these instructions when completing the online application for the Office for Research & Discovery’s funding opportunity, George H. Davis Travel Fellowship. Contact Connie Gardner, UA Competition Space Program Manager, at garciac1@email.arizona.edu if you have any questions or require assistance.

**Applicant Information:** Include First Name, Last Name, Email Address, Position Title, Phone Number, Department Name, Authorized Signers/Business Manager/Accountant (Names and Titles)

**Proposal Title:** Include last name, professional meeting/collaboration name and destination. For example: “Smith, AGU, San Francisco”

**Requested Amount:** The maximum requested amount is $5,000.

**Cover letter:** A cover letter, not longer than 1000 words, describing the international collaboration or the professional meeting to be attended, the support being sought and how the fellowship will help you obtain national and/or international recognition

**Brief CV:** A brief curriculum vitae that includes a record of your achievements, e.g., publications, technical presentations, artistic accomplishments, patents, honors, etc.

**Copy of abstract, if participating in a national/international meeting:** provide a copy of the abstract submitted for the oral presentation and copy of the letter of invitation.

**Letters of Recommendation:** Upload two letters of recommendation from established researchers who are acquainted with your work. The letters should address the value of participating in the professional meeting to the applicant’s professional development.

**Budget:** List the requested amounts in the fillable boxes provided in the PDF Budget Form. All boxes must be completed; if the subcategories provided do not apply to your project, please insert a "0". If there are budget items for which no category is listed, please enter the total amount in the box titled "Other."