



Center for Japanese Studies

Short-Term Travel Grant Application and Agreement Form

Instructions: Complete this form, save as PDF, and submit electronically to cjsacademics@umich.edu. Be sure to attach all required supporting materials. Deadline: Last business day of even-numbered months.

Name (Last, First Middle)

UM ID

Department/Program

Email Address

Daytime Phone

Current Address

Application for

Conference (presentation/active program participation)

Conference (executive capacity/professional development)

Workshop

Short-term dissertation/thesis related research travel

Conference/Workshop
Name

Destination

Departure Date

Return Date

Request Amount to CJS

Other anticipated source(s) of funding for this trip:

Rackham Yes No Amount Requested:

Home Department Yes No Amount Requested:

Other Yes No Amount Requested:

Name of Other Source

Are you receiving need-based financial aid this term? Yes No

Agreement: I understand that I must complete all required paperwork in a timely manner, and that failure to do so may result in the cancellation of this award. I understand that I must document my expenses in accordance with university regulations, and provide itemized receipts if required. If my expenses are less than the grant amount, I agree to return any unused portion of this grant to the Center for Japanese Studies in accordance with university procedures.

Check here to indicate your agreement with the terms and conditions of this program as outlined above:

Signature

Date

For CJS Use Only

OFA Notification

Yes

No

Award Amount

Date Disbursed:

Rev. 12/13