

## Application for Faculty Conference Travel Requests Delia Koo Endowment

Date of Submission:

1. Name:

Email address:

Phone number:

2. Conference

a. Title:

b. Location:

c. Date:

3. What is your role in the conference?

4. Please include official notification from the conference organizers (an email or a link to a website with the portion of the program involving you is sufficient).

5. Explain the costs and the total amount of your request.

6. The award is available for up to \$1000. Travel requests are reviewed on a rolling basis and typically take up to two weeks to review.

Please submit the completed application through the online submission portal at [asia.isp.msu.edu/KooFacultySubmission](http://asia.isp.msu.edu/KooFacultySubmission).