



Faculty Member’s Name:

Academic Unit:

Big XII Unit and University you wish to visit:

Dates of visit:

Checklist of items to be attached:

- A current curriculum vitae
- A brief (one-page) description of the purpose and activities of your visit (see guidelines)
- Statement of how your duties will be covered in your absence
- Letter of invitation from the proposed Big XII host institution department
- Statement from your department chairperson and/or dean, indicating support for the visit and the prospective benefits of the visit for both the individual and unit.
- Detailed budget (transportation, meals, and lodging). Budgets must follow TCU travel policies.

Signature of Applicant Date

Chairperson’s Approval Date

Dean’s Approval Date

Associate Provost for Research’s Approval Date

Applications may be submitted at anytime to your respective Chair/Dean, but will be reviewed by the Associate Provost for Research on a rolling basis. A pdf document containing all application materials should be sent to the TCU Office of Sponsored Programs at SponsoredPrograms@tcu.edu; subject line: Big XII Faculty Fellowship Application.