

In order to apply for the PAT award, applicants _____ complete and submit the Notice of Intent to Apply form, on the [PAT website](#), at least one week prior to the PAT submission deadline. On the day following the Notice of Intent due date, applicants will receive an email from Digital Measures with a link to their application in Digital Measures.

– See [PAT website](#) for precise due dates

Fall Competition – For travel from October to April

1. Notice of Intent to Apply due 2nd Friday in September
2. Application release date 2nd Saturday in September
3. Applications are due in Digital Measures on the 3rd Friday in September

Winter Competition – For travel from March to June

1. Notice of Intent to Apply due 3rd Friday in January
2. Application release date 3rd Saturday in January
3. Applications are due in Digital Measures on the 4th Friday in January

Spring Competition – For travel from May to October

1. Notice of Intent to Apply due 2nd Friday in April
2. Application release date 2nd Saturday in April
3. Applications are due in Digital Measures on the 3rd Friday in April

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your administrative assistant or business manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare following items for upload in pdf format.

A brief explanation of (1) the requested travel, including how your presentation or performance will support your professional development as a teacher, scholar, artist, and/or researcher; (2) how it will further the mission and goals of the university, (3) how it will further the mission and goals of your college and/or school and/or department, and (4) where Department/School/College/Division funds were used or encumbered. Responses to 1-4 must all be within the total 1,500-character limit.

[PAT Budget and Budget Justification form](#)

This form has been created with the capability to perform calculations for you. To utilize this function, you must download the form from the website, save it and re open it in Acrobat DC. (Contact IM&T to get Adobe Acrobat DC installed on your computer.) [Sample PAT Budget and Budget Justification](#)

i.e. submitted abstract, acceptance letter, invitation to present, etc.

Digital Measures will also automatically generate a curriculum vitae of the last three years of the applicant's research, scholarship, and creative works from items already input into Digital

Measures by the applicant. To make changes to the vita, the applicant must make the necessary changes under the "Activities" menu option in Digital Measures. Once the applicant has completed the changes, the applicant must return to the PAT application and click on the "Refresh Report" button in the application.

If you would like to view your ORSP Vita before you have access to the PAT application, you can do so by clicking on the "Reports" menu in Digital Measures and clicking on "ORSP Vita." For the applications, only the last three years will be included in the ORSP Vita, so set the dates to