



TRAVEL GRANTS

Guidelines

TRAVEL GRANTS are available to all full-time faculty and staff who intend to travel to an academic conference or meeting for the purpose of delivering a paper, giving a presentation, or participating in other forms of high level scholarship. The quality of the hosting organization, conference type, presentation type, and faculty/staff involvement will be highly scrutinized by the committee.

Travel grants can be submitted at any time in the year. Sufficient lead time should be given to ensure proposal review and purchasing procurements can be made in a timely manner. Travel procurements and reimbursements will be handled according to University policy. At the time of submission, allow time to work with the Office of Research and Sponsored programs to finalize a complete budget before review by the Scholarly Activities Committee.

Signature from the department head and the dean are required prior to submission. Documentation of your participation at the conference or meeting is also required. All required documentation according to RSU policies will be required after a notice of funding, but do not need to be in place at the time of submission.

GRANT REQUIREMENTS

Goals: To contribute meaningfully to scholarship in your field of expertise by publically delivering a paper, leading a session, giving a lecture, or being involved in other relevant scholarly activities in a forum of your peers. A secondary goal is to increase the exposure of RSU's scholastic capabilities to peer organizations and institutions.

Internal Impact: These awards provide the opportunity to contribute to scholarship beyond your role within the institution. Competitive proposals, however, will also outline a strategy to share the information presented externally with internal stakeholders, especially students.

Award Amounts (these are guidelines and not firm cut off amounts):

| | |
|------------------------------|----------------|
| In-state travel: | \$500 |
| Out-of-state travel: | \$2,000 |
| International travel: | \$3,500 |

REQUIREMENTS FOR SUBMISSION (submit to Daniel Marangoni at dmarangoni@rsu.edu):

1. A project description of no more than one single spaced page that details:
 - The destination of the travel
 - Your specific involvement at the destination
 - The contribution to your field being made
2. Fill out the form below and attached itemized expenses. Contact Daniel Marangoni for help.
3. A current CV reflecting relevant scholarly activity (no more than 2 pages).

Applicant Name: _____

Project Title: _____

DESTINATION: _____

DATES OF TRAVEL: FROM _____ **TO** _____

NAME OF HOSTING ORGANIZATION: _____

DUTIES AT DESTINATION (PRESENTER, LECTURER, ETC.) _____

TOTAL REQUEST: \$ _____

APPLICANT

Signature: _____ Date: _____

Name (Please type):

Department:

Work Phone:

E-mail:

DEPARTMENT HEAD

Signature: _____ Date: _____

Name (Please type):

Department:

Work Phone:

E-mail:

Certification

Pending the recommendation of the Scholarly Activities Committee and the approval of the Vice President for Academic Affairs, I certify that the Applicant has permission to travel to the destination listed in the proposal for the dates proposed. The Applicant will need to finalize all travel details according to University policy, and this certification does not guarantee that the Applicant has already done so or will be able to do so successfully.

AUTHORIZING OFFICIAL: DEAN

Signature: _____ Date: _____

Name (Please type):

Department:

Work Phone:

E-mail: