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**TRAVEL GRANT**

**Guidelines**

Travel Grants are a type of Mini Grant and are available to all full-time faculty 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 involvement will be highly scrutinized by the Scholarly Activities Committee (SAC). The SAC is a faculty committee that reviews Mini Grant proposals and determines approval for funding.

Travel grants can be submitted at any time in the year within the schedule below. Sufficient lead time should be given to the SAC, at least one month in advance of need, to ensure proper proposal review and purchasing procurements can be made in a timely manner.

* *Open*:
  + Second week of fall semester
  + Second week of spring semester
  + No proposals are accepted over the summer semester as faculty are off contract
* *Close*:
  + Friday before Thanksgiving for fall semester
  + Last day of semester for spring

Travel procurements and reimbursements will be handled according to University policy; Administrative Assistants in the department of the faculty receiving an approved proposal will assist the faculty member in completing necessary documents as described below.

**GRANT REQUIREMENTS**

**Goals**: To contribute meaningfully to scholarship in one’s field of expertise by publicly delivering a paper, leading a session, giving a lecture or being involved in other relevant scholarly activities in a forum of one’s 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 one’s role within the institution. Competitive proposals, however, will also outline a strategy to share the information presented externally with internal stakeholders, especially students.

**Award Amount Guidelines:**

In-state travel: $500

Out-of-state travel: $2,000

International travel: $3,500

**REQUIREMENTS FOR SUBMISSION**

Submit the following to Dr. Mary Millikin at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu):

1. *Document Check List* of all required documents for submission
2. This *Travel Grant* form
   1. All signatures
   2. “Proposal Narrative Section” completed
3. Official notification that the applicant’s research has been accepted for presentation or notification that the applicant is being invited as a guest speaker, etc.
4. A current CV reflecting relevant scholarly activity (no more than 2 pages, please)
5. *Out Of State Travel* (OOST) form with all signatures, including:
   1. Registration cost
   2. Three airfare quotes
   3. Per diem documentation for hotel and meals from [GSA website](https://www.gsa.gov/travel/plan-book/per-diem-rates)
   4. Official conference hotel notification with rates
   5. Conference program displaying any meals provided
   6. Additional requested expenses such as taxi/Uber, parking fees, toll fees, etc. (Note: rental car service will not be approved by RSU Accounts Payable Office if taxi/Uber is available.)
   7. It should be noted that an OOST form must be completed and approved for any state agency travel whether or not Organized Research funds are used.

**PROPOSAL NARRATIVE SECTION**

*Instructions: Provide a thorough explanation of the following information about your proposed scholarly research activity.*

1. **Abstract:** (200 words or less)

Provide a brief summary of the project.

1. **How will your project promote RSU’s** [**mission**](https://www.rsu.edu/about/our-mission/)**:** (100 words or less)

Briefly connect the purpose of the project to an aspect of RSU’s [mission and/or vision](https://www.rsu.edu/about/our-mission/).

1. **Problem Statement and/or Project Description:** (350 words or less).

Clearly define the problem or issue to be address. Use statistics if relevant to articulate the problem.

1. **Research Strategy:** (750 words or less). Describe the significance of the proposed project and associated activities. It is here the rationale of the proposal is addressed, describing research methodology. The research proposal submitted to the conference can be useful here.
2. **Evaluation Methods**: (350 words or less)

Describe how the results of the project will be measured or evaluated. Include the information that will be used to collect, track, and assess progress and results. Include goals and measurable objectives.

1. **Benefit to Students**: (300 words or less)

Describe how RSU students will either directly or indirectly benefit from the project. For example, students might have a direct role and be compensated for their work, students may satisfy a service-learning requirement, or student may benefit educationally from the research.

1. **Timeline:** (No word limit)

It is recommended that the timeline be presented visually, such as a chart or calendar for clarity.

1. **Budget:** (No word limit)

A budget and budget narrative are required at the time of submission. Line-item expenditures should be documents with applicable justification. There is no required format for this section, but dollar amounts and explanations are required and should be as specific as necessary to identify and justify the requested funding amounts.

All budgets will be reviewed by the Office of Accountability & Academics prior to review by the Scholarly Activities Committee. During this initial review, the budget will be modified as needed, with the proposal returned to the submitter for revision.

1. **Attachments:**

This section allows additional pages for relevant documents as needed. All documents should be sent to Dr. Mary Millikin in Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

*Applicant Name*: **Click or tap here to enter text.**

*Project Title*: **Click or tap here to enter text.**

**DESTINATION**: Click or tap here to enter text.

**DATES OF TRAVEL**: From: Click or tap to enter a date. To: Click or tap to enter a date.

**NAME OF HOSTING ORGANIZATION**: Click or tap here to enter text.

**DUTIES AT DESTINATION** (Presenter, Lecturer, Discussant, Board Member, etc.): Click or tap here to enter text.

**TOTAL REQUEST:** $Click or tap here to enter text.

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**APPLICANT**

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name (Please type): Click or tap here to enter text.

Department: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**DEPARTMENT HEAD**

Signature:

Date: Click or tap to enter a date.

Name (Please type):

Department: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**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 the 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: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name (Please type): Click or tap here to enter text.

School: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.