



URC

University Research Council

Guidelines for Travel
Requests to Support
Dissemination of Research

For Submitting Proposals On
Faculty Research, Artistic Endeavors,
& Creative Activities



Travel Requests to Support Dissemination of Research

Grants to supplement travel for dissemination of research are available on a limited basis from the University Research Council (URC) through each College Research Committee. Requests for travel funds should be prepared using the application form which appears on page 2 of these guidelines. The form is also available to complete online.

Requests for travel funds should not be made with the original proposal, but may be requested later to the College Research Committee as supplemental funds with a one-to-one match and no more than \$400 maximum each academic year. A letter should accompany the application providing a brief description of the research, verification of acceptance for presentation, a description of the audience/organization, and the review process for acceptance. Each College Research Committee will award no more than the amount given each college per year in faculty research travel grants. Preference will be given to those requests disseminating research funded by the URC. No more than one travel request per faculty member will be approved per year.

When travel reimbursement is supplemented by the URC, all the usual rules and regulations governing travel are in force. It is still necessary to file a Travel Request, to gain the appropriate signatures, and to process the request in the usual manner. This includes requests to exceed the usual per diem, when applicable. The College Dean's Office will provide the appropriate account number for the Faculty Research award. For information on travel procedures go to Financial Services homepage at:

<http://www.uca.edu/divisions/admin/finserv/ap/>

TRAVEL REQUEST TO SUPPORT DISSEMINATION OF RESEARCH

Grants to supplement travel for dissemination of research are available on a limited and competitive basis from the University Research Council (URC) and are awarded by each College Research Committee. This form should be accompanied by:

- 1) a letter providing a brief description of the research,
- 2) verification of acceptance for presentation and the review process for acceptance,
- 3) a description of the audience/organization, and
- 4) a copy of the travel request or outline of expenditures with an explanation for amounts exceeding the usual and customary per diem.

The College Research Committee will give preference to those requests disseminating research funded by the URC. Ask your College Research Committee Chair about deadlines for review of travel requests.

No more than one travel request per faculty member will be approved per year.

Name: _____ Department: _____

Date of Request: _____ Date of Presentation: _____

Title of Project/Paper/Presentation: _____

Total Amount of Travel Request: \$ _____
(Itemize in letter attachment-registration, plane fare, lodging, meals, etc.)

Total Requested from URC Funds: \$ _____

Signatures and Contributing Funds:

	Signatures	Dates	Contributing Funds
Faculty Member	_____	_____	\$ _____
Department Chair	_____	_____	\$ _____
College Dean	_____	_____	\$ _____

When signatures/commitment of contributing funds have been obtained, submit one (1) copy to the College Committee Chair.

Approved for funding by College Research Committee:

Signature of College Research Chair

Recommended for possible funding at end of academic year:

Return this approval form with the Travel Request through the department chair to the college dean for review by the College Research Committee.