



## Office of Grants and Sponsored Research Proposal Development Travel Fund

### Program Purpose

In an effort to encourage the pursuit of external funding at Slippery Rock University, the Office of Grants and Sponsored Research (OGSR) has funding available to support travel by SRU faculty and staff members developing grant proposals. The funds are available through OGSR's indirect cost distribution account. The number and maximum amount awarded for proposal development travel may be adjusted periodically based on need and the availability of indirect cost funds.

This program provides travel support for faculty and staff to: (1) meet with program officers at a funding agency, (2) attend a proposal preparation workshop, a funding information conference, or a bidder's conference sponsored by a funding agency, or (3) attend a proposal preparation workshop, a funding information conference, or a bidder's conference that is part of a professional meeting. This program is intended to provide the opportunity for faculty and staff to communicate with program officers about funding activities in preparation for submitting a proposal for external funding.

### Eligibility

Full-time faculty and staff are eligible to apply for funds under this program. Funds will be made available on a first-come, first-served basis and are limited to a maximum of \$500 per person per fiscal year.

### Program Requirements

1. If applying for funds to meet with a funding agency's Program Officer:
  - Appointments with the program officer(s) must be scheduled in advance for the period for which funds are requested.
  - A *Proposal Development Travel Request Form* detailing the purpose of the trip must be completed by the traveler and sent to OGSR for funding consideration.
  - A one-page report of the meeting's results along with a copy of the *SRU Travel Expense Voucher* must be submitted to OGSR within ten (10) working days of the completion of the trip.
2. If applying for funds to attend a proposal preparation workshop, funding information conference, or bidder's conference:
  - The proposal preparation workshop, funding information conference, or bidder's conference must be a scheduled event at the sponsor's headquarters or other designated site, or a scheduled event at a professional conference.
  - A *Proposal Development Travel Request Form* detailing the purpose of the trip must be completed by the traveler and sent to OGSR for funding consideration.
  - A one-page report of the workshop or conference along with a copy of the *SRU Travel Expense Voucher* must be submitted to OGSR within ten (10) working days of the completion of the trip.

3. It is expected that participation in this travel fund program will result in the submission of a grant proposal to an external sponsor for the sponsor's next reasonable deadline.

### **Amount of Support**

Since funds are limited to the indirect costs recovered by OGSR, it is anticipated that these travel awards will be used to supplement other funding from the traveler's department, college/division, or other sources. OGSR will provide a maximum of \$500 per person per fiscal year to support grant proposal development activities. Requests are evaluated on a case-by-case basis and support may vary depending on availability of funds, relevance to the above Program Requirements, and level of support from other sources.

### **Application Procedures**

Complete the *Proposal Development Travel Fund Request Form* so that all parties involved have the information about the request and a record of the funding commitments. A faculty member's Department Chair and Dean must indicate their contribution (if any) and sign the form. A staff member's Director and Vice President must indicate their contribution (if any) and sign the form. The completed *Proposal Development Travel Fund Request Form* should be sent to the Office of Grants and Sponsored Research, 102 Old Main. ***Incomplete requests will be returned.***

Requests may be submitted at any time; however, to be considered eligible for support, the request should be received well in advance of the planned travel dates. Requests must be made in advance of the planned travel; requests for reimbursement for prior travel will not be accepted.

**IMPORTANT: University policies & procedures regarding travel must be followed. All travel arrangements and processing of University travel requests/reimbursement forms are the responsibility of the traveler. Please refer to the University Travel Information webpage at <http://www.sru.edu/pages/12753.asp> for the policies & procedures and the required forms.**

### **Questions**

If you have any questions about the Proposal Development Travel Fund or the procedures for applying, please contact the Office of Grants and Sponsored Research by telephone at (724) 738-2045 or by e-mail at [grantsoffice@sru.edu](mailto:grantsoffice@sru.edu).



**Office of Grants and Sponsored Research  
 Proposal Development Travel Fund  
 Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

College/Division: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of support requested (check one)

Meet with Program Officer at \_\_\_\_\_  
(name of funding agency)

Attend a Proposal Preparation Workshop, Funding Information Conference, or Bidder's Conference  
(please attach a copy of a brochure/flyer from presenting organization)

**Purpose of Travel:** (Brief description of 150 words or less)

  
  
  

Destination: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

**Estimated Cost of the Trip:**

**Amount of Support:**

Transportation \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Meals: \$ \_\_\_\_\_  
 Registration: \$ \_\_\_\_\_  
 Other (specify) \$ \_\_\_\_\_  
 Total amount of trip: \$ \_\_\_\_\_

Department \$ \_\_\_\_\_  
 Dean/VP \$ \_\_\_\_\_  
 Other (specify) \$ \_\_\_\_\_  
 Other (specify) \$ \_\_\_\_\_  
 Requested from OGSR \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of Traveler Date

Department Chair/Director Signature	Date:
Dean/VP Signature	Date:
OGSR Director Signature	OGSR Amount Approved \$ _____ Date: