

# Non-Faculty Travel Awards Application Form

**For Research Admin Use**

Approved:  Not Approved

Ref:

Amount:

From fund#:

Date Received:

Please read instructions (see p. 2), complete this application form, and attach all requested information. If you have questions, please call Mychelle Bruce at 231-9490.

**Applicant name:**  **Signature:**

**Department:**  **Phone/email:**

**Advisor name:**  **Signature:**

**Name of Meeting:**

**Date of Meeting:**

**Place of Meeting:**

**Description of the request:** (Explain how it is related to your research)

**List of expected expenses:**

**Amount requested from this program:**  **Graduate**  **Undergraduate**   
**Other**  **Postdoc**  **Research Assoc.**

**Matching funds:** Indicate match from departmental, college, or grant funds. Indicate name and obtain signature of person(s) authorizing the matching funds.

Source:  Match amount:   
**Name:**  **Signature:**  **Date:**

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Source:  Match amount:   
**Name:**  **Signature:**  **Date:**

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Source:  Match amount:   
**Name:**  **Signature:**  **Date:**

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**After printing this form, please attach your project summary or abstract and submit your application to the Office of Sponsored Programs Administration, Research I Building.**

## **Non-Faculty Travel Awards - Application Instructions**

- For Graduate and Undergraduate Students, Postdocs, and Research Associates
- Sponsored by the NDSU Office of Research, Creative Activities & Technology Transfer and ND-EPSCoR

### **Instructions**

The NDSU RCATT Office provides matching funds for researchers to travel to present a research paper or poster at a national or international conference. This support is intended to bring national or international visibility to NDSU's research accomplishments. The program attempts to provide financial assistance for as many requests as possible. However, because of limited funds, not all meritorious requests can be funded; or they may be funded at less than the level requested.

These are matching 1:1 grants. Before these travel funds will be awarded, another university funding source (department, college, grants, etc.) must be committed at an equal level, with approval of that commitment indicated by an authorizing signature at the bottom of the application form.

The maximum that may be awarded from this program is \$200 for domestic travel for \$250 for international travel. (Canada is considered at the domestic rate.)

The applicant must be first author and/or presenter. Only one travel award will be funded per paper/poster.

Applications are accepted at any time, and applications must be submitted BEFORE the travel takes place. As of July 2006, applicants are eligible for just one award every two fiscal years. (each fiscal year runs July 1 through June 30 of following year). This is a change from the former policy of one award per fiscal year.

Applications should be submitted with the Application Form designated for Non-Faculty Travel Awards and should include an abstract and proof of acceptance to present the paper/poster. This information can be attached in the form of an email, letter or printed web site showing the authors name listed.

Applicants will be notified by letter as soon as a decision is made following review of the application. Review takes approximately one to two weeks from the date the application is submitted.

Submit completed application, abstract, and proof of acceptance to the NDSU RCATT Office, Research 1 Building.