

RCA Mentorship Travel Awards

Purpose: The RCA Mentorship Travel Award is an opportunity for a senior faculty mentor (Professor) and a faculty mentee (+/- 2 years of becoming an Associate Professor) to travel together to meet with funding agency program officers. These awards are intended to promote research and creative activities that will improve competitiveness for external funding.

Eligibility: NDSU tenured and tenure-track faculty that fall within the requirements described below are eligible to apply. Visiting faculty are not eligible to apply.

Mentors must be Full Professors with demonstrated grant funding success in the last five years and experience working with federal funding agencies.

Mentees must be within plus or minus 2 years of becoming an Associate Professor. The mentee must be active in proposal writing.

Award Limits: Up to \$1,500 per person will be reimbursed for transportation expenses, lodging, and per diem.

Travel must be completed **by May 31, 2018**.

Application Instructions

An individual may receive only one RCA Travel Award (either Mentorship or Research Development) per fiscal year.

Applications must be submitted **before** the travel takes place. Applications are accepted throughout the year. Applications will be processed in the order in which they are received and awards made until all funds are allocated.

The experience and proposal/grant history for the Mentor and the Mentee must be clearly described on the application form.

The application requires a statement (brief paragraph) of how the use of the funds will address the Research and Discovery component of the NDSU [Strategic Plan](#) (see pp 6-8) and the [Strategic Plan Goals and Metrics](#). Reference should be made to specific action items, objectives, and metrics that use of this funding will address.

Send the completed application form with signatures and attachments to the attention of **Research Development, NDSU Office of Research and Creative Activity, Research 1 Bldg**. Questions concerning the program should be sent to ndsu.researchdev@ndsu.edu.

Application review takes approximately one to two weeks from the date the application is submitted. Applicants will be notified by letter as soon as a decision is made following review of the application. Award letters include instructions for reimbursement upon return from the travel.

MENTORSHIP TRAVEL AWARD | MENTOR APPLICATION

Joint Faculty Mentor / Faculty Mentee visits to Federal Agency Program Officers

Complete this application form in compliance with the instructions on the previous page.

MENTOR NAME

CAMPUS DEPARTMENT

EMAIL ADDRESS

MENTEE NAME

CAMPUS DEPARTMENT

EMAIL ADDRESS

DESCRIPTION OF THE REQUEST:

Include dates and destination of travel and names of specific people at the grant agency who will be visited.

DESCRIBE YOUR EXPERIENCE WITH FUNDING PROGRAMS:

Attach additional pages if necessary.

STATEMENT ON HOW THE USE OF FUNDS WILL ADDRESS THE R&D COMPONENT OF NDSU STRATEGIC PLAN:

LIST OF EXPECTED EXPENSES:

TOTAL AMOUNT REQUESTED FROM THIS PROGRAM:

(Not to exceed \$1500)

SIGNATURE OF MENTOR

SIGNATURE OF MENTOR'S DEPT CHAIR/HEAD

**After completing this form, attach any supporting documentation and submit to NDSU Research Development
Electronic Submission: ndsu.researchdev@ndsu.edu Campus Mail: Research & Creative Activity, Research 1 Building**