

RCA Research Development Travel Awards

Introduction: Research Development Travel Awards are available for spring and summer 2019. As this pool of funding is quite limited, please consider allowing individuals who do not have other sources of travel funding (i.e. grant) to apply for this opportunity.

Eligibility: NDSU tenured and tenure-track faculty are eligible to apply. However, visiting faculty are not eligible to apply.

Award Limits: Up to \$1,000 will be reimbursed for faculty transportation expenses, lodging, and per diem.

This funding will help cover expenses for the following:

1. Travel to a national-level conference to present research or creative work. **Confirmation of acceptance to present at the conference must be provided with the application.**
2. Travel to conduct research requiring access to an archive or special collection.
3. This opportunity is primarily for domestic travel; however, international travel requests may be accommodated if required for discipline-specific research. International travel must be clearly justified in the application.

Travel must be completed **by July 31, 2019**.

Application Instructions

Faculty members may receive only one RCA Travel Award per fiscal year for this activity.

Applications must be submitted **before** the travel takes place.

Applications will be accepted throughout the year and processed in the order in which they are received. Awards will be made until all funds are allocated.

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.

Following application review, applicants will be notified by letter as soon as a decision is made. Award letters include instructions for reimbursement upon return from the travel.

RESEARCH DEVELOPMENT TRAVEL AWARD

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

APPLICANT NAME

CAMPUS DEPARTMENT

TITLE / FACULTY RANK

EMAIL ADDRESS

DESCRIPTION AND JUSTIFICATION FOR THE REQUEST:

Include dates and destination of travel. Explain the need for travel and how it relates to future external funding.

LIST OF EXPECTED EXPENSES:

TOTAL AMOUNT REQUESTED FROM THIS PROGRAM:

\$

(Not to exceed \$1000)

SIGNATURE OF APPLICANT

SIGNATURE OF APPLICANT'S DEPARTMENT CHAIR/HEAD

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