

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.

