

Minigrant Application

Travel Support (TS): Present Research, Exhibit, or Perform

Please refer to Minigrant Guidelines



All applications must be typed. Use paperclips to attach documentation - do not staple.

All applications must be received at least 3 weeks prior to departure date.

PI INFORMATION		PRIMARY PURPOSE (check <u>one</u> only)
Principal Investigator		<input type="checkbox"/> Research Project
Department		<input type="checkbox"/> Creative Activity
E-mail	Phone ext.	<input type="checkbox"/> Exhibit
Project Title		

Travel Details:

Departure Date: _____

Return Date: _____

Destination: _____

Amount of Funding Requested: (max of \$750 per trip)

FY20 - Exception on foreign travel: Faculty may apply for a maximum of 1 (one) travel support minigrant for a maximum of \$1,500. The justification should include why this opportunity should warrant \$1,500.

MATCHING

List any matching commitments (secured or applied for). Attach copies of matching requests to department/college

Source	Amount
Applicant	_____
Department	_____
College	_____
Other specify source:	_____

COMPLIANCE AREAS (Mandatory Field - check all that apply) N/A

Human subjects (including surveys) Use of hazardous materials

Vertebrate animals (including agricultural use/ field work) Export Control

CHECKLIST Please **attach** :

- 1. Confirmation of acceptance to present, perform, or exhibit;
- 2. Brief explanation regarding why the travel is important to your research/creative agenda;
- 3. Itemized budget / breakdown of costs;
- 4. List any matching commitments for this project; attach other department/college requests if applicable; and
- 5. For research presentations, an abstract of the published research or an overview of your presentation demonstrating it will cover the results of systematic research study you conducted using appropriate research methodology;
- 6. If multiple SFA faculty will apply for support for the same presentation/exhibition/performance, provide justification on the necessity of multiple SFA faculty to travel.

Limitations

Individuals who receive an RCA cannot receive a Travel Support or Project Support minigrant award during the summer.
Refer to the Minigrant Guidelines document for other funding limitations.

APPLICANT CERTIFICATION

I certify that this project does not directly support the conduct of a master's thesis or doctoral dissertation.

I certify that the statements in this application are true, complete, and accurate to the best of my knowledge.

If this project is awarded, I agree to accept sole responsibility for the conduct of this project and will adhere to all university policies and procedures. I accept responsibility for payment of any and all over-expenditures should they occur. I will review the PI/PD Responsibilities document and the Research Enhancement materials on the website to ensure I adhere to all program requirements.

I will provide any required progress reports. Any publication, poster, or presentation resulting from this grant will state, "The project was conducted under a grant from the Stephen F. Austin State University Research Enhancement Program."

Principal Investigator Signature

Date

DEPARTMENT REVIEW & APPROVAL

I have reviewed the applicant faculty status and verify this faculty is tenure-track and eligible to apply. In addition, I have reviewed the budget, matching funds (if indicated), and approve the faculty project.

I certify the faculty member will have the required space/facilities and time to perform the project.

Chair Signature

Date

After PI and Chair signature, campus mail application to ORGS Box 13024.

For ORGS use only

Pending Prior Year Reports: Yes No

Current Internal Grants: _____

Denied (see email)

Approved \$ _____ FOP: _____

Compliance Verification NA

Approvals required _____ Approvals received _____

URC Chair / ORGS

Date