

Travel to Visit an Extramural Sponsor: Application Form

Vice Chancellor for Research and Economic Development | CB 4100, 301 Bynum Hall | 962-7757 | 962-6769 fax

Personal Information

Name:

Faculty Rank:

Department name and address:

Phone Number:

Have you received support from this program in the last 12 months? yes no

Travel Information

Destination (city, state):

Dates of travel:

Estimated total travel cost:

Purpose of trip: negotiation of award exploratory visit other (explain on back)

Will you be attending a workshop or conference or conducting other business on this trip? yes no

Note: This program only supports travel where the primary purpose of the trip is to visit with one or more sponsors. If you answered "yes" above, please explain the details of your trip on the back of this application form.

Sponsor and Proposal Information

Sponsor Name and Address:

Type of grant or name of grant program:

Name of your contact:

Phone number of contact:

Target proposal deadline (or date already submitted):

Approximate budget total (direct costs only):

Certification and Approval

I certify that no funds from this program will be used to lobby federal officials, i.e., attempt to influence the awarding of any federal contract, grant, or cooperative agreement except through established competitive channels.

Signature of applicant _____
date

Approved: _____
Department chair _____
date

Submit one copy to the Office of the Vice Chancellor for Research and Economic Development at the address above. Applications are accepted any time, but must be received in the Office of the Vice Chancellor before travel commences. Maximum award is \$400. Travel costs must be documented upon return by copy of a signed Travel Authorization Form (TR-1) and appropriate receipts.

Travel to Visit an Extramural Sponsor: Directions for Completing Applications

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Personal Information

All fulltime members of the research faculty at UNC-CH are eligible to apply for support. That includes tenure-track faculty members of professorial rank and those holding research or clinical professorial rank. Other fulltime staff routinely engaged as principal investigators on scholarly or scientific research, such as librarians or curators, are also eligible.

There is no limitation on the number of trips that can be supported through this program. However, priority will be given to those who have not received support during the past 12 months. Faculty are normally expected to follow through with a proposal submission to the sponsor visited. However, we recognize that some visits may result in the conclusion that submission of a proposal to that sponsor is inappropriate.

Travel Information

This program does not support travel to scholarly or scientific meetings, even though useful contacts with sponsor representatives can often be made at such meetings. There may be exceptional cases where visits with sponsor representatives (e.g., from two or more different cities) can be arranged during a scholarly or scientific meeting at considerable cost savings to the university. To justify support for such travel, you must provide evidence that you have arranged formal, one-on-one meetings with the sponsor representatives in advance. Any such special requests will be considered on a case-by-case basis.

Small grants may be made to cover supplementary expenses involved in adding sponsor visits to travel already scheduled for other purposes. For example, if you are attending a scientific or scholarly meeting in Boston and wish to travel to New York to visit with foundation officials, you may apply for travel expenses between Boston and New York. Travel to meetings or workshops designed for the purpose of bringing faculty together with sponsor representatives is supported.

The program supports travel to negotiate awards, if such negotiation is required by the sponsor before an award can be made. All trips for negotiation must be coordinated with award negotiators in the Office of Sponsored Research in advance.

Sponsor and Proposal Information

Information requested in this section will allow us to evaluate the effectiveness of the travel grant program by determining the number and success of proposals submitted as a result of travel grants. If you propose to visit multiple sponsors, you may add additional sheets to the application form or put additional information about sponsors on the back of the form. If you do not have a working title for your project, use that space on the form to give a brief description of the topic of your research or project.

Budget figures are only meant to give a general idea of the size of the project. Numbers rounded to the nearest ten or even hundred thousand dollars (depending on proposal size) are perfectly acceptable. List the proposal deadline you believe you are most likely to meet, not

necessarily the next announced deadline. For travel to negotiate an award, enter the date your proposal was submitted.

Certification and Approval

Sign the application certifying that you will not use travel funds to engage in lobbying. Under federal lobbying legislation and regulations, it is not lobbying to discuss your research ideas with a federal program official, nor is it lobbying to seek information about how or when to submit a proposal or to seek the advice of a program official about how to submit the most competitive proposal. Lobbying involves attempting to influence a federal official outside of the established rules of program competition, such as interfering with the review process, asking for an exception that would circumvent established procedures for determining merit or priority of funding, or providing any kind of inducement for the federal official to fund your proposal.

Similarly, negotiation is not lobbying when it is initiated by the sponsor and is conducted in a manner consistent with federal procurement regulations or grant program guidelines.

Funds can only be disbursed upon receipt of documentation of travel costs, using a signed Travel Authorization Form (TR-1) and appropriate receipts. Your department chair must also sign your application for travel support. The maximum travel grant is \$400.00.

We require only one copy of the application form and requests may be submitted at any time. This program does not fund travel retroactively; your application must be received by the Vice Chancellor's office before you take your trip. Decisions to fund travel will normally be made within a week of the receipt of your application. If you have questions about this program or need additional information, please contact Jennifer Pruitt, Office of the Vice Chancellor for Research and Economic Development, 962-7757, or jennifer_pruitt@unc.edu (e-mail).