



Office of

Research & Economic Development

FACULTY TRAVEL GRANT PROGRAM

Program Description

The Office of Research & Economic Development offers matching travel grants to assist faculty with reimbursable expenses for research-related travel. The purpose of this program is to leverage institutional travel funds to help faculty

- present original research, scholarship or creative activity at national and international conferences,
- conduct site-specific data-gathering trips,
- make confirmed visits to program directors at federal funding agencies.

Faculty Travel Grants will provide a 1:1 match of department or college travel funds up to \$750 for domestic and international travel. Matching funds must come from either departmental or college sources. Funds from external grants *cannot* be used as a cost match.

Applications and Travel Dates

Travel may occur anytime during the fiscal year (July 1 – June 30). Grants will be offered in three terms based upon the proposed dates of travel as follows:

- Summer: July – August
- Fall: September – December
- Spring: January – June

A limited number of grants have been allocated for each term, and grants will be approved on a first-come, first-served basis within each term. Applications for each term will be accepted beginning May 1 (Summer only), July 1 (Fall only), and November 1 (Spring only). Once allocations for each term have been committed, the program will close for the remainder of the term.

Eligible Expenses

Funding is limited to allowable travel expenses incurred by the grantee in connection with a peer-reviewed conference, meeting or field research. Should the event sponsor at any time provide support to the traveler, this amount must be disclosed and will be applied to the balance of the trip before the expenditure of LSU funds.

This program does *not* support travel to workshops, training sessions, or other programs where the faculty member is not presenting their original research. Travel to conferences as an invited speaker or keynote is *not* eligible for support. We would expect that the conference provides the necessary costs.

This program also does *not* support travel during sabbaticals or unpaid leave.

Eligibility

This program is open to tenured and tenure-track faculty whose academic departments participate in the LSU A&M Facilities & Administration program. As such, faculty in the School of Veterinary Medicine are *not* eligible. Faculty in the College of Agriculture should check with their college grants administrator to see if their department is eligible. Faculty in all other colleges are eligible.

Please see our general eligibility requirements document for more details.

Application Guidelines

- Applications are submitted through the **LSU Internal Grants & Competitions Portal** (<http://lsu.infoready4.com/>).
- Eligible faculty may apply for only one (1) travel award per fiscal year.
- Matching funds at a rate of 1:1 must come from the home department, unit, or college of the applicant. Applications without direct support *will be returned without review*.
- Applications should be submitted at least 15 days prior to the date of departure.
- Applications submitted after the travel has begun will *not* be accepted.
- Travel may begin anytime on after July 1 and must be completed no later than June 30 of the same fiscal year.

- Grant funds may only be applied to the specific trip as described in the application. Should the proposed travel be cancelled, the remaining funds *cannot* be applied to a different event or activity.
- Grantees will be asked to complete a short post-travel report within 30 days of their return.

Review Process

The Office of Research & Economic Development reviews all applications on a case-by-case basis and makes the awards throughout the year. The applicant and department chair should expect to receive e-mail notification of the review decision within two (2) weeks after submission.

Applications will be accepted until all funds for that term have been awarded. Applications which do not meet the basic requirements, including matching support from the home department, will be returned without review.

For more information, please contact ORED at (225) 578-5833 or research@lsu.edu.