

Research & Economic Development Team Travel Grant Program – 2014-15

Travel Grant Team Members: Collin Wick (chair), Jean Gourd, Adarsh Radadia, and Mary Caldorera-Moore

The goal is to provide funds to support strategic travel to elevate the national recognition of COES research and faculty, in accordance with the COES Research Mission (quoted below).

COES Research Mission is to move “*from a college characterized by high quality research in focused areas to a college characterized by innovative, transformative research that leverages our strengths and opportunities.*”

Funding priority (in order of importance):

- Trips to funding agencies, focusing on research strategic road-mapping meetings/workshops.
- Trips to increase inter-institutional and industry collaborations for research.
- Trips to present papers at high impact national/international conferences.
- Other trips, on a discretionary, case-by-case basis.
- A match will substantially increase the probability of funding.

Level of funding:

- It is anticipated that most awards will be \$1,000 or less.
- A second trip for a faculty member may be funded if funds are available in the second half of the year.
- The goal is to honor at least 50% of the requests.

How to apply:

Send the following by electronic mail to Dr. Collin Wick (cwick@latech.edu):

1. Completed “COES Travel Information & Absence from Campus” (<http://info.engr.latech.edu>; click on “Forms,” and the “Travel.”). [**Note that this does not eliminate the need to file a Travel Authorization for each trip.** The same form can be provided to your staff support person to generate the TA once the funding is approved.]
2. Provide a brief description of the purpose of the trip and potential benefits in the e-mail.

Post-award obligations:

Each travel grant recipient will be required to submit a brief (250 words) summary of the trip, describing what was accomplished during the trip and what benefits have resulted and/or are expected. If you fail to submit this report, you may get “black-listed.”

Confidentiality:

The Travel Team will maintain records detailing the team’s activities. If we fund your request, we may publicize it. If we turn you down, we will maintain your confidentiality. The statistics of applications received, number of funded trips (without names), amount funded, amount of match, etc. will be provided to the COES Travel Team at the end of the year.