



## SPONSOR TRAVEL GRANT PROGRAM 2020 CALL FOR PROPOSALS

### SUMMARY

The Division of Research will award **SPONSOR TRAVEL GRANTS** of up to \$1,000 for investigators to visit agency or foundation program officers to establish relationships and discuss new funding opportunities.

### ELIGIBILITY

Tenured or tenure-track faculty at Clemson University are eligible to receive **SPONSOR TRAVEL GRANTS**.

### FUNDING AND REQUIREMENTS

A 1:1 cash cost share is required for all proposals. Matching funds must be allowable under federal and state guidelines. Unallowable matching funds are costs on another federal project, or any other committed funds. Additionally, fund sources not allowable are Fund 18 and Fund 20. The matching funds must be available during the project period.

- Expenditure of funds must follow Federal, State and [Clemson procurement travel guidelines](#);
- **Domestic travel costs to visit agency or foundation program officers to discuss new funding opportunities are the only allowable costs;**
- No conference or project review travel costs are allowable;
- No facilities and administrative (F&A) costs are permitted;
- One request per PI in an academic year will be reviewed; and,
- Payment will be made upon return from the visit.

### DELIVERABLES

A two-page report must be submitted to the Vice President for Research ([rifunds@clemson.edu](mailto:rifunds@clemson.edu)) within ten days of returning. The report should include the dates of travel, the program officer and agency visited, and a summation of the results of the visit. This summation should detail how the results of the visit will impact the PI's proposals and how it will impact the University. Include future funding opportunities the PI will apply to as the result of the visit. A copy of the completed travel voucher prepared (and signed) for submittal for reimbursement should be included in the report.

Should R-Initiative funding result in publication(s), PIs must acknowledge the impact of R-Initiative funding. For example, "This project was funded in part by Clemson University's R-Initiative Program."

Awardees of R-Initiative funding are expected to present at the Research Symposium.

### APPLICATION PREPARATION

**Proposals that are not in compliance with the requirements and proposal instructions will be returned without review.**

Format all documents using 12-point Times New Roman Font, one-inch margins, single line spacing, and 8 ½ x 11-inch paper size.

Submit the proposal as a single PDF file with the following ordered sections:

**A. Cover Sheet [1 page]**

The official [R-Initiatives Cover Sheet](#) must be used and include:

- A clear and concise project title (Sponsor Travel Grant: Project Title,
- The name of the PI should be listed along with departmental affiliations
- Total budget amount, and
- Indication of prior R-Initiative funding.

**B. Proposal [2 pages]**

The proposal should include a detailed explanation of the proposed sponsor visit and should answer the following questions:

- Who are you planning to visit?
- Why is the visit necessary?
- What are the expected outcomes?
- How will this visit prepare you for anticipated proposal submissions?

**C. Budget and justification [1 page]**

The budget and justification should indicate who will be traveling, the destination, and the anticipated costs that will be incurred (lodging, meals, transportation, etc.).

**TIMELINE**

There are no deadlines. Proposals must be submitted at least one month before travel is anticipated.

**SUBMISSION PROCEDURES AND DEADLINE**

All proposal documents, including electronic signatures, must be submitted and approved through InfoEd. **PIs will contact their college OSP Support Center as they would normally do for an external proposal submission.** After the proposal has been approved for submission, email the proposal processing number (PPN), along with the title (i.e., 2019002112, CU Sponsor Visit: CMS NSF Visit) to [rifunds@clemsun.edu](mailto:rifunds@clemsun.edu).

**REVIEW PROCESS**

The Division of Research will review proposals and make funding decisions. The Division of Research may seek input from Associate Deans for Research or department chairs.

Evaluation Criteria:

- ✓ Likely impact of funding on scholarship and productivity
- ✓ Probability of increased extramural funding
- ✓ Other factors that demonstrate potential benefit to the University

**QUESTIONS**

Questions about program can be directed to Diana Thrasher at [dianas@clemsun.edu](mailto:dianas@clemsun.edu), 864-656-3908, or Kelly McSwain at [kmcswai@clemsun.edu](mailto:kmcswai@clemsun.edu), 864-656-0260 in the Division of Research.