



**Sponsor Travel Grant  
2023-2024 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.

<b>Funding amount:</b>	Up to \$1,000
<b>Proposal deadline:</b>	Rolling Deadline
<b>Funding period:</b>	6 months, beginning on the award date

**ELIGIBILITY**

Tenured or tenure-track faculty at Clemson University are eligible to receive **SPONSOR TRAVEL GRANTS**. Past recipients of R-Initiative funding who did not comply with the terms of funding are ineligible. One request per PI in an academic year will be reviewed.

**PROPOSAL PREPARATION AND SUBMISSION PROCESS**

Sponsor Travel Grants are managed through the Clemson InfoReady Research Portal (<https://clemson.infoready4.com/>). Applications must be submitted through InfoReady.

**APPLICATION PREPARATION**

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

Visit InfoReady (<https://clemson.infoready4.com/>) to view and complete an application for the Sponsor Travel Grant. Upload the following documents as part of your application:

**A. Proposal [2 pages]**

Describe the proposed sponsor visit and 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?

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

Indicate who will be traveling, the destination, and the anticipated costs that will be incurred (lodging, meals, transportation, etc.).

## **BUDGETARY INFORMATION**

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. Please specify the specific cost-share source/chart string in the budget justification. Cost-share fund sources not allowable are Fund 18, Fund 20, Fund 22, and Fund 25. The cost-share funds must be available during the project period. Payment will be made upon return from the visit.

- Expenditure of funds must follow Federal, State and [Clemson procurement travel guidelines](#).

### **Allowable Costs**

- Domestic travel costs to visit agency or foundation program officers to discuss new funding opportunities are the only allowable costs.

### **Unallowable costs**

- Conference or project review travel costs
- Facilities and administrative (F&A) costs

## **REVIEW PROCESS AND CRITERIA**

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

## **DELIVERABLES & REPORT**

A two-page report must be submitted via Clemson's InfoReady portal (<https://clemson.infoready4.com/>) within 10 days of returning from the trip. The report will be assigned once your travel dates are confirmed. The report should include the dates of travel, the program officer and agency visited, and a summary of the results of the visit. This summary should detail how the results of the visit will impact the PI's proposals and the University. Include future funding opportunities to which the PI will apply 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.

Teams who fail to submit their final reports will be ineligible for future R-Initiative funding.

Should R-Initiative funding result in publication(s), PIs must acknowledge that the project was funded in part by Clemson University's R-Initiatives.

## **QUESTIONS**

Questions about the R-Initiatives may be directed to [rifunds@clemson.edu](mailto:rifunds@clemson.edu).