CLEMSON UNIVERSITY SPONSOR TRAVEL GRANTS
[CU SPONSOR TRAVEL GRANT]
2024–2025 CALL FOR PROPOSALS

SUMMARY

Clemson University Sponsor Travel Grant (CU Sponsor Travel Grant) allows investigators to visit agency or foundation program officers to establish relationships and discuss new funding opportunities. Deliverables include information on how PIs will position themselves to submit proposals to specific programs.

Funding amount: Up to $1,000
Proposal deadline: Rolling deadline
Funding period: Six 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 fiscal year will be reviewed.

BUDGETARY INFORMATION

Allowable Costs
Domestic travel costs to visit agency or foundation program officers to discuss new funding opportunities

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

Cost Share
A 1:1 cash cost share is required. Matching funds must be allowable under federal and state guidelines. Unallowable matching funds are costs on another federal project or any other committed funds 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.

PROPOSAL SUBMISSION

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

Proposals that do not comply with guidelines will be returned without review.

PROPOSAL PREPARATION

Cover Sheet Information
Enter the following information into the InfoReady text fields:
- Project title beginning with **CU Sponsor Travel Grants: [Proposal Title]**
- Name and college/department/school affiliations of the PI
- Center affiliations, if applicable
- Name and address of departmental fiscal officer
- Total Division of Research (DoR) budget request amount
- Total cost share
- Total overall budget amount (DoR + cost share)
- Prior R-Initiative funding. If the PI has prior R-I funding awards, provide the year of funding and the initiative (e.g., 2020 CU Fellows) and the associated proposal processing number (PPN; found in InfoEd)
- Anticipated deliverables

Proposal
Submit the proposal in InfoReady as a single PDF using 12-point Times New Roman font, one-inch margins, single line spacing, and 8½ x 11-inch paper size. The PDF should include the following components:

A. **Project Description [2 pages]**
   Describe the proposed sponsor visit, addressing the following questions:
   - Who are you planning to visit?
   - Why is the visit necessary?
   - How do you expect this visit to impact your scholarship and productivity?
   - How will this visit increase your chances of receiving extramural funding?

B. **Budget and Budget Justification [1 page]**
   - Provide the internal budget prepared by your college's Office of Sponsored Programs pre-award office. This budget will include cost share, if applicable. If cost share is included, provide a clear breakdown of the cost-share funds and sources. Specify each cost-share source/chart string.
   - Provide a budget justification using the R-Initiative Budget Justification Template. Indicate who will be traveling, the destination, and the anticipated costs that will be incurred (lodging, meals, transportation, etc.).

C. **Documentation of Cost Share [No page limit]**
   Provide commitment emails or letters for the cost-share funds, if included.

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

AWARD INFORMATION

Funding Initiation and Close-Out
Funds will be available to PIs as individual project accounts and will be maintained and managed by the Division of Research and the PI's college business office. The PI will work with his/her department/school/college to transfer the cost-share funds (if applicable) to the individual project accounts at the beginning of the project. Funds will be available once cost-share funds (if applicable) are transferred.

Any residual funds at the end of the project will be returned to the original source (either those providing cost-share funds or the Division of Research. In the event the PI leaves Clemson during the life of the project, unspent funds will be returned to the Division of Research, and the project will be closed.

Expenditure of Funds
Expenditure of R-Initiative award funds must follow state procurement guidelines. State money <u>cannot </u>be used for personal gain (i.e., books, recordings [CDs, DVDs, etc.]) by which the author receives <u>ANY</u> portion of funds directly.

Research Compliance Requirements
All applications selected for an award must receive the required approvals from the Office of Research Compliance before the award can be activated.

Reviewer Requirement
Awardees will be called upon to serve as relevant reviewers for future R-Initiative competitions.

Project Income Policy
All income received from sales is considered Clemson University revenue, unless assignment of rights to the faculty member is granted by the Senior Vice President for Research, Scholarship, and Creative Endeavors, and the Clemson University Research Foundation (CURF). Guidelines surrounding royalties can be found in the Clemson University Intellectual Property Policy and should be followed accordingly.

No-Cost Extensions
No-cost extensions will only be considered in extraordinary circumstances.

DELIVERABLES AND FINAL 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 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 proposal submissions and the university. Include future funding opportunities to which the PI will apply as the result of the visit. PIs who fail to submit their final reports will be ineligible for future R-Initiative funding.

A copy of the completed travel voucher prepared (and signed) for submittal for reimbursement should be included in the report. Expenditure of funds must follow federal, state, and Clemson procurement travel guidelines.

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 this opportunity should be directed to rifunds@clemson.edu.