



Research and Scholarly Advancement Fellowship (RSAF) Travel Award Guidelines

Office of Research and Grants

2019-2020

Award Guidelines

Awards will support conference travel, up to \$500 for domestic travel and up to \$750 for international travel, to **present** research findings. Students must be **first author** on the research poster/presentation. The awards are limited to one per student to be expended by June 30 of the year following participation in the Research and Scholarly Advancement Fellowship (RSAF). Awards are granted based on availability of funds and at the discretion of the Office of Research and Grants.

Eligibility, Award Limitations and Availability of Funds

Awards will only be made to Heritage College RSAF students.

Awards can **only** be used to cover conference registration, mileage, airfare, hotel, and rental car. Awards cannot be used to cover food, parking, posters or other supplementary expenses. Travel **must** take place after completion of the RSAF program.

Funds will be awarded based on the budget provided by the applicant, and the award may be adjusted if the budget fails to meet the budget requirements. Awards may also be adjusted based on the availability of funding.

Application Process and Requirements

The proposal must be submitted through the online application found at <https://app.smartsheet.com/b/form/7ea16a7e670e47bf86e71ade9cf0edf7>. PDF files are strongly encouraged as formatting can change between platforms when Word (or similar) files are used.

Incomplete applications **will not** be reviewed.

Proposals must include:

1. **Online Application Form**

The applicant **must** complete all of the information on the online application form found at <https://app.smartsheet.com/b/form/7ea16a7e670e47bf86e71ade9cf0edf7>.

2. **Abstract**

Attach a copy of the abstract that was submitted to the conference. **Please include the full author list and the type of presentation (podium presentation, poster presentation, etc.).**

3. Budget

Travel expenses **must** be broken down into transportation and lodging categories (mileage, airfare, rental car and accommodations) and the basis for the figures must be provided. Where appropriate use the OU Travel Reimbursement Policy 41.121 (<https://www.ohio.edu/policy/41-121.html>) to determine limits on travel expenses. Budget requests are scrutinized carefully and requests should reflect efforts to economize.

- Food, parking, and other supplementary expenses are **not** allowable.
- For international travel: Any international travel will need to be fully justified. In addition, applicants proposing international travel must complete the appropriate international travel forms available from the Office of Global Opportunities before the proposal submission deadline. A copy of the form (<https://www.ohio.edu/global/goglobal/resources/upload/Travel-Registration-Packet-2017.pdf>) must be included in the budget.
 - The following must also be addressed in the justification for international travel:
 - What are the potential safety concerns in the region (as noted on the U.S. State Department's travel warning page at <https://travel.state.gov/content/passports/en/alertswarnings.html>), and what precautions will you take?
 - According to CDC recommendations (<https://wwwnc.cdc.gov/travel/>), what immunizations must you get prior to arriving in the country and what other measures do you need to take to ensure that you remain in good health abroad? When do you plan on getting these immunizations?

4. Acceptance Notification

A confirmation of your acceptance from the conference or convention where you will be presenting, if available. **This documentation is required to be submitted before travel reimbursement will be processed.** Acceptance should include the type of presentation (i.e. podium presentation, poster presentation, etc.).

Award Administration and Conditions

- Questions concerning the proposal preparation process should be directed to TraineeResearch@ohio.edu.
- Awards will be administered for the Office of Research and Grants.
- Awards must be expended by June 30 of the year following participation in RSAF.
- Awards not claimed by the end date will be returned to the Office of Research and Grants. Additionally, it is the responsibility of the applicant to make sure that any travel

money is used according to its intended purpose. The award amount **cannot** be used for any expenses other than those specified in the application.

- **Research and Scholarly Advancement Fellowship (RSAF) Travel Award disbursements will be processed as reimbursements to student awardees after travel has been completed.**
- Students must pay for travel expenses out-of-pocket and submit original itemized receipts, confirmation of acceptance from the conference or convention (if not provided at the time of application) and the conference or convention itinerary to the Office of Research and Grants at TraineeResearch@ohio.edu after returning from the conference or convention. Reimbursement requests will not be processed until the completion of travel.