

## GUIDELINES FOR IANR RESEARCH TRAVEL FUND

### GENERAL ELIGIBILITY

All IANR (Research, Teaching, or Extension) faculty having a full-time appointment are eligible with the exception of those who are visiting or have adjunct or courtesy appointments. Amount granted will be prorated according to IANR FTE.

### APPLICATION DEADLINES

**For support from:**

July 1 - October 15  
 October 15 - December 31  
 January 1 - March 31  
 April 1 - June 30

**Deadline**

April 15  
 September 1  
 November 15  
 February 1

### PROCESS

Application should be completed and forwarded as an e-mail attachment to appropriate unit administrator. Ask the unit administrator to forward the application to the ARD office (e-mail address: [nlienemann1@unl.edu](mailto:nlienemann1@unl.edu)). Electronic applications will be accepted **only** from the unit administrator. This is to replace the signature process. If e-mail capability is not available, application should be signed by applicant, signed by appropriate unit administrator, and returned to the Research Travel Committee, 207 Ag Hall, EC 0704, by the deadlines listed above. You will be notified within two weeks after the deadline of application status. **It is imperative that an application form be submitted by the deadline** even if formal notification of acceptance of a paper or presentation is pending. In special instances, we will accept applications out of cycle, if special calls for papers or invitations are received after the application deadline. If the paper is not accepted after an award has been made, the Agricultural Research Division Office is to be notified and the award canceled. Those funds will then be used for other grants.

### TRAVEL TO SCHOLARLY MEETINGS

This program supports attendance to professional society meetings where the faculty member is personally presenting the results of his or her research and/or scholarly investigations. Faculty requesting funding for activities other than a presentation of a paper should explain why the proposed activity is equivalent in their discipline to the presentation of a paper.

The IANR Research Travel Committee makes grants for expenses, including transportation (which is not to exceed coach class airfare), registration, lodging, meals, etc. Approved University procedures concerning what expenses are allowable and the need for receipts are to be followed.

Grants under this program are limited to one grant per faculty member per fiscal year (July 1 to June 30). There is also a limit of \$500 per trip (includes Canada), \$800 for overseas travel (includes Mexico). Faculty are encouraged to take advantage of reduced fares whenever possible.

Guidelines

### CRITERIA USED FOR AWARDING RESEARCH TRAVEL FUNDS

- Presentation to be given should reflect original, scholarly activity. The description of the presentation should be written in lay language and should emphasize results and implications rather than objectives.
- Evidence of scholarly activity, e.g. peer-reviewed publications, books, chapters, invited reviews.
- Proposal should reflect a broadening and unique opportunity or experience.

- If presentation is to be made at a routine professional society meeting, the proposal should reflect:
  - additional responsibilities, e.g. chairing a session/committee or multiple presentations.
  - that the information to be presented is leading edge, scholarly work.
  - specific benefits gained for teaching/extension activities and/or facilitation of future grant/contract opportunities.
- Invited or peer-reviewed contributions will be given preference if evidence of scholarly activity is equal between proposals.
- If other areas of criteria are equal, junior faculty members will be given preference.
- Proposals with an international or national dimension will be given strong preference if evidence of scholarly activity is equal between proposals.
- Normally, no more than one travel grant will be awarded to a faculty member during a fiscal year.

### **SELECTION PANEL**

Under the coordination of the Agricultural Research Division, a faculty panel will review the requests and assign approval of the requests.

The panel will be composed as follows:

Chair or designee of Agricultural Research Division Advisory Committee

Chair or designee of the College of Agricultural Sciences and Natural Resources Faculty Advisory Council

Chair or designee of the Cooperative Extension Division Advisory Committee

Chair or designee of the IANR Faculty Liaison Committee

Chaired by a member of the IANR Administrative Council appointed by the Vice Chancellor

For further information or if you have questions, contact Z B Mayo (phone: 472-2045)  
(e-mail: [zmayo1@unl.edu](mailto:zmayo1@unl.edu)).

Mail address:

**Research Travel Committee**  
**207 Ag Hall**  
**EC 0704**