



**Agricultural Resource Division
Institute of Agriculture and Natural Resources
University of Nebraska-Lincoln**

ARD Travel Fund – Request for Applications
Support to Faculty for Scholarly Work Presentation

DESCRIPTION AND INTENT: The ARD - IANR Travel Fund supports faculty with an ARD appointment in IANR to present their research and/or the results of scholarly investigations at professional meetings. Expenses can include transportation (not to exceed economy class airfare), registration, lodging, meals, etc. Approved University travel procedures are to be followed.

ELIGIBILITY: Faculty with an ARD appointment in IANR are eligible. Applicants must be full-time (1.0 FTE). The applicant must also be the presenter. This program is highly subscribed; we often cannot fund all eligible applicants. Priority will usually be given to early career faculty.

Funds granted under this program are limited to one award per faculty member per Calendar Year. Requests cannot exceed \$500 for domestic travel and \$800 for international travel.

SUBMISSION INSTRUCTIONS AND APPLICATION FORMAT: Applications are accepted on rolling basis. Applications will be accepted ONLY via NuRamp (<https://nuramp.nebraska.edu>). If you are a first-time user of NuRamp, you can log-in using your My.UNL username and password. To start your application, after login, click “[add new]” next to the “Internal Competitions” link. Select “**ARD Travel Fund FY2025**.” In the “Route Setup” screen, if multiple options exist for your department, select the internal competitions route that includes Tala Awada in IANR (**not** the CASNR internal competitions route).

The NUgrant application requires the information listed below. If this information is not included, applications will not be reviewed.

- Name, title, department/unit, address
- Meeting/conference name
- Meeting sponsor, meeting location and dates, and membership status
- Previous use of travel funds
- Presentation review status
- Presentation method
 - The “poster” format may not yet appear on the form. If you are presenting by poster, select “Other.”
- Presentation publication method
- Travel and registration budget details
- Title of presentation and authors
 - Use a single asterisk (*) to indicate the presenter.
 - Use double asterisks (**) to indicate undergraduate and/or graduate students.
- Substance of presentation in terms understandable by trained scientists that may not be in your discipline.
- Benefits of presentation to teaching, extension and/or future grant/contract/collaboration opportunities.
- One of the following:
 - Copy of acceptance of submission of presentation from organization.
 - Copy of the invitation letter to give a presentation from the organization.
 - Copy of the agenda listing your presentation that includes your name and time of presentation.