

Application for Conference Travel Support Funds from the Realizing the Digital Enterprise Research Impact Area

The Realizing the Digital Enterprise Research Impact Area (RDE-RIA) will support scholarly ventures that align with the RDE-RIA's strategic vision. The purpose of these funds is to support conference travel for presentations in academic conferences their field. Funds are available for first come first served basis (need to demonstrate acceptance of a paper/poster/abstract etc. to a conference to be able to request funds) and once the available funds are exhausted there will be no more travel grant awards this fiscal year. Applications can be made for all travel between September 1, 2023 and ending June 30, 2024.

Guidelines & Procedures

1. Only active faculty members of the RDE-RIA are eligible to apply.
2. A faculty member can only apply to the program once during each funding year (ending on June 30, 2024).
3. Only one author of the same paper can apply to travel to present at the same conference.
4. Funding recommendation will be made by the RDE-RIA co-Leads on a rolling, first-come first-served basis as long as funds are remaining and the applicant is eligible to apply and application meets all requirements outlined both in this document and the application form.
5. Funding decisions will be made by the Associate Dean for Research.
6. Members receiving funding from the program for the first time will be given priority. Members who have received funding in previous years will be ranked based on the length since the funding was received.
7. Funding limit is \$750 for domestic travel and \$1,000 for international travel.
8. Funding can be used only towards travel and registration related expense including virtual conferences for members who are presenting (not just attending).
9. Recipients agree to personally attend and present at the conference listed in their applications. In the event that the recipient is unable to attend to the conference, they should immediately notify the RDE-RIA co-leads. Failure to do so will result in ineffective allocation of the funds and the faculty member will not be considered for future funding under this program. In cases where the recipient notifies co-leads of the situation, the awarded funds will be forfeited. The co-leads will work with the Associate Dean for Research to identify another active faculty member that had applied but were not funded in that funding cycle.
10. Funding awards cannot be used for any other travel regardless of the amounts exhausted for the awarded conference.
11. Faculty who fail to meet all requirements of this program will not be considered for future funding under this program.
12. Faculty will be required to do a presentation (in-person/virtual) about the conference, highlighting new trends and research they learned during the conference.
13. All travel for this funding year must be completed by June 30th, 2024 and funds must be expended no later than August 31st, 2024.
14. Failure to these guidelines may result in ineligibility for future funding from this program.

Travel Support Funds Application Form

Application Date: _____ Name: _____

Department/Major: _____ Title: _____
(i.e., Associate Professor)

Email: _____ Phone: _____

Purpose of Travel: _____

How does this conference travel support your scholarly goals? _____

How does this conference travel align with the RDE-RIA?

Location of Travel: _____ Dates of Travel: _____

Please provide a detailed breakdown of requested travel funds:

Have you received conference travel support funds from the RDE-RIA during last year's program? N/A - no travel grants issues last year

If so, when and how much were you awarded? N/A - no travel grants issues last year

Faculty Declaration & Agreement

By submitting this application, I agree to comply with all terms and procedures outlined in this application:

Signature: _____

Please electronically submit this application form along with your documentation of acceptance to the conference as a single pdf file to the RDE-RIA co-leads.