

CEM Faculty Research Travel and Publication Application

(Component of the CEM New Research Enrichment Plan)

Traveler/Author:				Department:				
If Student:	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	M.S.	<input type="checkbox"/>	Ph.D.	Date:	
Advisor:					Advisor Approval:	<input type="checkbox"/>	Yes	
<input type="checkbox"/>								No
Goal: Increase research productivity & competitiveness.								
Expectation:								
Travel and/or publications should be used to develop contacts, build networks, meet with potential clients, publish essential findings, or other activities that can lead to successful proposal submission.								
Requirements:								
<ul style="list-style-type: none"> • Travel priority is given first to full-time faculty/staff, second to postdocs, and third to students. Travel must be specifically related to research. • Only one award/year is allowable. Those who have previously received an award must provide sufficient evidence that that the previous funding contributed to CEM's research goals. • Matching funds are required (50% match minimum). • Any student request should come from the student's faculty advisor. • Student travel to conferences is limited to those with published proceedings. • Publication assistance is given for Tier 1 and 2 publications, as determined by your department. • Students are not eligible for publication support under this program. • Students who receive travel support are required to provide a post-travel report to the CEM research council and the student's advisor. • Request not to exceed \$1,000 for faculty/staff and \$400 for students. • Save as a PDF and submit this and all attachments (e.g., conference details, manuscripts) as ONE PDF file. 								
Due Dates: Monthly on the first of the month. Awards announced on the last day of that month.								
Notes: Funding for awards is allocated from the F&A returns generated by CEM researchers; therefore, the expectation is that travel and publications will lead to research proposal development.								
This request is for:								
Travel: List agency, conference name, purpose, sponsor, and other pertinent information.								
Funding Agency:								
Conference:								
Purpose: (check all that apply)								
<input type="checkbox"/>	<input type="checkbox"/>	Podium Presentation	<input type="checkbox"/>	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Attending Only (no paper)	
<input type="checkbox"/>	<input type="checkbox"/>	Proceedings Published	<input type="checkbox"/>	<input type="checkbox"/>	Conference is Peer Reviewed			
Industry Sponsor:								
Other Information:								
Note: CEM Employee Travel Authorization Form must be attached, including dates of travel.								
Publication Fees: Provide the following information								
Outlet (journal/conference title):								
Tier Level (see departmental listing):		<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	Not ranked	
Note: A copy of the publication must be attached.								

This travel/publication will contribute to research growth by (limit to 200 words):

Evidence of prior years' awards contributing to CEM's research goals (if applicable, limit to 200 words):

Total cost of trip/publication:		Match from other sources:	
Amount requested from council:		Amount approved:	

CEM Research Council Representative Signature		Approved		Date	
		Not Approved			

Draft 1.0 Created 8/25/2023	Attach all supporting attachments to an email addressed to Dr. Daniel Laudal at daniel.laudal@und.edu . For assistance with this form, email Dr. Anna Crowell at anna.crowell@und.edu .
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