

## CEM Faculty Research Travel and Publication Application

<b>Traveler/Author:</b>					<b>Department:</b>					
<b>If Student:</b>	<input type="checkbox"/>	<b>Undergraduate</b>	<input type="checkbox"/>	<b>M.S.</b>	<input type="checkbox"/>	<b>Ph.D.</b>	<b>Date:</b>		<input type="text"/>	
<b>Advisor:</b>						<b>Advisor Approval:</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Goal:</b> Increase CEM research productivity and competitiveness.										
<b>Expectation:</b> 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.										
<b>Requirements:</b>										
<ul style="list-style-type: none"> <li>• Travel priority is given first to full-time faculty/staff, second to postdocs, and third to students.</li> <li>• Travel <b>must</b> be specifically related to research and <b>must</b> result in grant activity.</li> <li>• No virtual conferences will be funded. Funds are for <b>travel</b> or <b>publications</b> only.</li> <li>• No regional/state/local conferences will be funded. Conference must attract national/global attendance.</li> <li>• Only one award per person/fiscal year is allowable. Those who have previously received an award must provide sufficient evidence that the previous funding contributed to CEM's research goals.</li> <li>• Matching funds are required (50% match minimum). Out-of-pocket funds are not eligible as match.</li> <li>• Any student request <b>must</b> come from the student's faculty advisor.</li> <li>• Student travel to conferences is limited to those with published proceedings.</li> <li>• Publication assistance is given for Tier 1 and 2 publications, as determined by your department.</li> <li>• Students are not eligible for publication support under this program.</li> <li>• Students who receive travel support are required to provide a post-travel report to the CEM Research Council</li> <li>• Request not to exceed \$1,000 for faculty/staff and \$400 for students.</li> <li>• Must not be a predatory journal, as verifiable through a web search.</li> <li>• Submit this application and all attachments (e.g., conference details, manuscripts) as <b>ONE PDF file</b>.</li> <li>• Application will be evaluated by a member of the research council whose expertise aligns most closely with the applicant's.</li> </ul>										
<b>Due Dates:</b> Monthly on the first of the month. Awards announced by the end of the month.										
<b>Notes:</b> 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:										
<b>Travel:</b> List agency, conference name, purpose, sponsor, and other pertinent information.										
<b>Funding Agency:</b>										
<b>Conference:</b>										
<b>Purpose:</b> (check all that apply)										
<input type="checkbox"/>	<input type="checkbox"/>	Podium Presentation			<input type="checkbox"/>	Poster		<input type="checkbox"/>	Attending only (no paper)	
<input type="checkbox"/>	<input type="checkbox"/>	Proceedings Published			<input type="checkbox"/>	Conference is peer reviewed				
<b>Industry Sponsor:</b>										
<b>Other Information:</b>										
<b>Note:</b> CEM Employee Travel Authorization Form must be attached, including dates of travel.										
<b>Publication Fees:</b> Provide the following information										
<b>Outlet</b> (journal/conference title):										
<b>Tier Level</b> (see departmental listing):				<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	Not ranked	
<b>Note:</b> A copy of the publication must be attached.										

**This travel/publication will contribute to CEM's research growth by:**

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**Evidence of prior years' awards contributing to CEM's research goals:**

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<b>Total cost of trip/publication:</b>		<b>Match from other sources:</b>	
<b>Amount requested from the Council:</b>		<b>Amount approved:</b>	

<b>CEM Research Council Representative Signature</b>		<b>Approved</b>		<b>Date</b>	
		<b>Not Approved</b>			

Draft 3.0 Created 1/22/2026	Attach all supporting attachments to an email addressed to Cheri Hodny at <a href="mailto:cheri.hodny@und.edu">cheri.hodny@und.edu</a> . Questions about this application can be directed to Dan Laudal at <a href="mailto:daniel.laudal@und.edu">daniel.laudal@und.edu</a> .
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