



TRAVEL OF RESEARCH INVESTIGATORS TO POTENTIAL SPONSORS (TRIPS) GUIDELINES

Two important elements of the grantsmanship process are (1) understanding the mission or goals of the funding organization and, (2) gaining familiarity with staff members who make funding decisions. Equally important is the element of marketing oneself and one's interests. These aspects of grantsmanship can be measurably enhanced by meeting with officers and staff of funding organizations. The Office of the Vice President for Research and Economic Affairs (OVPREA) in order to make faculty meeting with staff or potential sponsors possible, has established a program to fund travel and per diem for such meetings at sponsor offices.

The requirements are as follows:

1. The proposed project or program must be of substantial nature, preferably multi-year.
2. At minimum, a letter of intent a pre-proposal for the project **must** be prepared and submitted/presented to the potential sponsor. A copy of this letter must be attached to the TRIPS application, which is to be submitted to the Office of the Vice President for Research and Economic Affairs (OVPREA), to the attention of Rebecca Davis, Foundation Building, Suite 310, Mail Code 7205.
3. Travel must be to the sponsor headquarters or regional headquarters. TRIPS support is **not** available to meet sponsor staff at other meeting places (such as at professional meetings).
4. A formal appointment with sponsor staff must be made **in advance of the trip and in advance of requisitioning funds from the OVPREA.**
5. There is a limit of **one TRIPS award per fiscal year** on a no-match basis. Additional TRIPS awards will require at least a 50 percent match from the college or department. (See below for subsequent trips).
6. Support will be limited to one person, coach, round-trip airfare (economy rate if available) purchased at least two weeks in advance (unless fully justified) and **one** day's lodging and meals to any place in the continental United States.
7. Unless fully justified, applications to the OVPREA **must be submitted two weeks in advance** of the trip. Application forms are available from Rebecca Davis, OVPREA, Foundation Building, Suite 310, 965-5636.
8. Approvals and signatures of the department chair (or center director) **and** dean are required.
9. A **report** of the meeting's results must be submitted to the OVPREA within one week after returning from the trip. A thank you letter to your sponsor contact for showing interest in your work should be sent to him/her, and a copy of the letter should be sent to the OVPREA.

Probable sequence of events:

First trip: Prepare proposal or pre-proposal; make appointment with sponsor staff person; arrange travel and lodging; complete TRIP applications; submit travel authorization; go on trip; submit report.

Subsequent Trips: Prepare proposal or pre-proposal; obtain unit matching funds commitment; make appointment with sponsor staff person; complete other remaining steps shown in "First trip" sequence (in order shown).



TRIPS File No: TRIPS-_____

TRIPS APPLICATION AND APPROVAL FORM

This form must be typed and submitted through the Dean/Unit Director. A copy of the document submitted to the potential sponsor **must** be attached.

Name			
Phone #		ASU ID #	
Fax #		E-Mail	
Department			
Dept. Phone #		Mail Code	
Chair			
Unit and Director			
College			
Dean			

Project Title			
Departure Date		Return Date	
Target Sponsor			
Street Address			
Contact Name/Title		Contact Phone #	
<input type="checkbox"/> A copy of document submitted to the sponsor is attached.			

AMOUNT REQUESTED FROM OVPREA

First Trip of Fiscal Year		Subsequent Trip	
Date of Last TRIPS		Airfare	
One Day's Per Diem		One Night's Lodging	

UNIT SUPPORT: (Unit matching support is required for subsequent trips after the first)

College		Account #	
Department		Account #	
Other		Account #	

SIGNATURES: (Required whether or not unit support is provided)

Chair Date

Dean Date

Other Date

OVPREA APPROVAL

Amount		Account #	
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Office of the Vice President for Research and Economic Affairs Date

Your travel authorization must be signed by the Dean and Chair and then be submitted to the OVPREA, (Attention: Rebecca Davis, Fulton Center, Suite 310, Mail Code 7205, Phone 5-1225), for approval signature and processing. **Reference the TRIPS file number given on the travel authorization and on all correspondence pertaining to this award.** A report of the TRIPS must be submitted to the OVPREA one week upon returning from the trip.

C: P.I., Dean/Unit Director, Research Dean, Chair, OVPREA Business Manager