

## CISR Supplemental Travel Support

CISR has modest funding to provide Supplemental Travel Support to faculty and staff who are presenting the results of their research or scholarly/creative activity. The intent of CISR Supplemental Travel Support is to supplement limited department and college funds to expand presentation opportunities for active researchers and scholars. CISR Supplemental Travel Support should not be used for basic presentation travel that easily may be covered by department or college funds. CISR Supplemental Travel Support should only be used for presentation travel for which the department or college will offer support (even if that support is only in the form of a statement confirming its importance despite a lack of other funding).

Guidelines for travel support are as follows:

1. A maximum amount of \$300 is made available for domestic travel and \$350 for international travel. These funds are provided to an eligible faculty or staff member only once per academic year.
2. A faculty or staff member need not be the recipient of a regular CISR grant in order to request CISR travel support.
3. The request for travel support should be made only after all other travel funds are exhausted, and prior to the actual travel. Regrettably CISR cannot guarantee approval, as CISR funds are limited and in some grant cycles need is greater than funds allotted.
4. CISR travel funds may be used only to support travel to present, perform, or exhibit research or scholarly or creative activity at a conference or other public venue. CISR funding may not be used simply to attend a workshop or professional meeting. CISR's purpose is to support faculty research and scholarship *and* to promote MSU's and faculty members' names in research, scholarship, and creative circles: this purpose will be used in determining the appropriateness of a travel request for support.

The Travel Support application must include:

1. A completed MSU travel request form;
2. A completed CISR Travel Support application form;
3. Documentation that confirms the acceptance of the presentation, performance or exhibition (ex. a letter of acceptance, a copy of the program).

Applicants should send the application to Camela Ramey, 333 Wells Hall. If you have any questions about CISR Supplemental Travel Support, please contact **Camela Ramey** at **3383**.

Please note that because of budget constraints and an expectation of increased need for regular CISR funding in the future, Supplemental Travel Support may be even more limited in the future. Please investigate all other funding options before applying for Supplemental Travel Support. Administrative Assistants are asked to provide appropriate guidance to faculty and staff in preparing appropriate CISR Supplemental Travel Support applications. CISR thanks you for your help.