Travel of Research Investigators to Potential Sponsors (TRIPS)

Purpose
This program is intended to support travel by full-time tenured/tenure-track faculty in the College of Engineering to meet with staff of potential research sponsors to market their ideas or interests and gain a better understanding of the goals and priorities of funding agencies.

Source
College of Engineering – Dean’s Office

Requirements
1. The proposed new project or program must be of a substantial nature, preferably multi-year, and targeted for an external funding agent.
2. At a minimum, a letter of intent or a pre-proposal for the project must be prepared for submission or presentation to the potential sponsor. A copy must be attached to the Travel of Research Investigators to Potential Sponsors (TRIPS) application, which is to be submitted to the Office of the Dean.
3. Travel must be to the sponsor headquarters or regional headquarters. TRIPS support is not available to meet sponsor staff at other meeting places.
4. A formal appointment must be made in advance of the trip and in advance of requesting funds from the Dean.
5. There is a limit of one trip per fiscal year on a no-match basis. Additional trips within the fiscal year will require at least a 50 percent match from the department or unit.
6. The project must not be funded currently by the target sponsor.
7. Support will be limited to one person and to:
   a. coach, round-trip airfare (economy rate, if available) purchased at least two weeks in advance to any place in the lower continental United States and
   b. one day’s lodging and per diem.
8. Maximum travel expense reimbursement is approximately $1,000. Retroactive approval for expenses will not be allowed.
9. Application forms for support from this program are available in the Dean's office or on the web.
10. Concurrence of the department chair or center director and the dean, shown by their signatures on the TRIPS Application and Approval Form is required in advance for all trip requests. Notice of matching support is required for additional trip requests within the fiscal year.
11. A memorandum report of the meeting’s results must be submitted to the Dean within one week after returning from the trip.
## Procedures

### First Trip to a Potential Sponsor

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<th>Responsibility</th>
<th>Action</th>
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<tr>
<td>Faculty principal investigator</td>
<td>1. Prepare a proposal, pre-proposal, or letter of intent.</td>
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<td>2. Make an appointment with the sponsor’s staff and arrange travel and lodging.</td>
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<td>3. Obtain a <a href="#">TRIPS Application and Approval Form</a> from the Dean or the web-link.</td>
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<td>4. Complete the form and obtain the signatures of the department chair or center director and dean.</td>
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<td>5. Submit the completed form along with a copy of the proposal, pre-proposal, or letter of intent to the Dean.</td>
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<td>Dean</td>
<td>6. Review the application for program requirements, and decide whether to fund the trip.</td>
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| Faculty principal investigator  | 7. Submit a travel authorization through the Travel Expense Module.        |
|                                 | 8. Make the trip.                                                         |
|                                 | 9. Submit a memorandum report of the meeting’s results to the Dean within one week of return. |

### Additional Trips within the Fiscal Year

The faculty principal investigator prepares for additional trips within the fiscal year by following this procedure:

1. Prepare a proposal, pre-proposal, or white paper. The Dean and/or Office of Research Administration should review these to be sure they do not create binding legal obligations.
2. Obtain a commitment of matching funds from the department or unit.
3. Follow steps 2 through 9 of the first trip procedure above.