



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. In order to facilitate faculty meeting with staff or potential sponsors, the College of Engineering (COE) has established a program to fund travel and per diem for such meetings at sponsor offices anywhere in the continental United States.

The requirements are as follows:

1. The proposed new project or program must be of substantial nature, preferably multi-year, and targeted for an external funding agency.
2. At minimum, a letter of intent or a pre-proposal for the project **must** be prepared and submitted/presented to the potential sponsor. A copy of this letter and/or pre-proposal must be attached to the TRIPS application, which is to be submitted to the Office of the Dean to the attention of Anna Auerbach, aauerbach@umassd.edu.
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 requesting funds from the Dean**. Evidence of an appointment must be attached to the TRIPS application.
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 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), ground transportation expenses (to/from hotel, airport, and sponsor; airport parking) up to **one** day's lodging, and meals per diem per travel policy.
7. Maximum travel expense reimbursement is \$1,000. Retroactive reimbursements will not be approved.
8. A completed application form should be submitted by the PI.
9. A **report** of the meeting's results must be submitted to the Dean 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 Dean.

Probable sequence of events:

First trip: Prepare proposal or pre-proposal; make appointment with sponsor staff person; arrange travel and lodging; complete TRIPS application; 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 Chair/Director. A copy of the document submitted to the potential sponsor and evidence of a scheduled meeting **must** be attached.

Name			
Phone #		Empl. ID #	
Fax #		E-mail	
Department			
Dept. Phone #			
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 EDO

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

DEAN'S APPROVAL			
Amount		Account #	
_____ Dean of Engineering		_____	
		Date	
Your travel authorization must be signed by the Chair and then be submitted to the Dean, (Attention: Anna Auerbach, DION Room 326), 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 Dean one week upon returning from the trip.			
C: P.I., Chair/Unit Director, Dean, COE Business Office			