

TENNESSEE TECH UNIVERSITY

Request Form for Funds to Visit Extramural Sponsor

Submit completed form to the Office of Research and Economic Development (ORED), Box 5036.

Please note, the use of these funds is limited by the following restrictions:

- **Approval must be obtained prior to travel.**
- Funds can only be used for travel when the primary purpose of the trip is to visit with one or more sponsors/agencies, including visits to negotiate an award if negotiations are required by the sponsor/agency, and when the purpose of the trip cannot be accomplished with phone calls or written communication.
- **Travel funds are limited to \$1,000 and will be reimbursed only upon receipt of travel cost documentations.**
- Evidence must be provided with this form that formal one-on-one meetings with the sponsor/agency have been arranged in advance of the travel.
- A follow-through proposal submission to the sponsor/agency is required within three months unless the visit is for award negotiation. Future requests will not be considered if this condition is not met.
- This program does not support travel to scholarly or scientific meetings.

Please complete all sections and check appropriate boxes. Incomplete forms will be returned. Note that you, your department chair and college dean must sign the form, acknowledging that all information is complete and accurate to the best of your knowledge.

I. Requester Information

Name: Last _____ First _____

E-Mail: _____ Phone: _____

Faculty Rank: _____

Department: _____ College: _____ Center: _____

Have you received travel support from ORED in the last 12 months? Yes No

II. Travel Information

Destination: _____ (city) _____ (state)

Dates of Travel: _____ - _____ Estimated Total Travel Cost: _____

Purpose of Trip: Negotiation of Award Exploratory Visit Other (Explain Below)

Will you be attending a workshop or conference or conducting other business on this trip? Yes No

Details of Workshop Attendance or Other Business:

**Travel Cost Estimate
Breakdown**

Economical Airfare	\$	Other Incidentals (Please Describe)
Ground Transportation	\$	
Lodging	\$	
Meals	\$	
Miscellanies	\$	
TOTAL (not to exceed \$1,000)	\$	

III. Account Information (of account to be reimbursed)

Index:

Fund:

Organization:

Account Code:

Program:

Activity:

IV. Prospective Sponsor Information

Sponsor Name: _____

Sponsor Address: _____

Type and Name of Program: _____

Name of Contact: _____ Phone Number: _____

Target Proposal Deadline: _____

V. Certification and Approval

I certify that I will not use the travel funds to engage in lobbying. Under federal lobbying legislation and regulations, it is not lobbying to discuss your research ideas with a federal program official, nor is it lobbying to seek information about how or when to submit a proposal or to seek the advice of a program official about how to submit the most competitive proposal. Lobbying involves attempting to influence a federal official outside of the established rules of program competition, such as interfering with the review process, asking for an exception that would circumvent established procedures for determining merit or priority of funding, or providing any kind of inducement for the federal official to fund your proposal.

Approved:

Signature of Applicant

Date

Signature of Department Chair

Date

Signature of College Dean

Date

Signature of Office of Research

Date