

## UNT CENG Pursuit of Extramural Support Travel Grant

### Purpose

The Pursuit of Extramural Support Travel (PEST) grant of UNT College of Engineering is to assist researchers by providing partial support for travel to meet with funding agencies or other sources of extramural support in order to (i) learn about sponsored programs opportunities, (ii) seek guidance on applying for external support, and/or (iii) describe researcher's ongoing and proposed work pursuant to (i) and (ii).

### Restrictions

PEST grants will cover actual travel costs which are matched by the Departments (40%) and College (60%). The number of awards depends on the fund availability with a limit of no more than four each year.

The agencies and program officers to be visited, as well as rationale for the visit and targeted program(s), must be listed in the PEST application.

Funds from the PEST grant may not be used for travel to workshops, conferences, or other sites such as those of collaborators or partners. If visits to funding agencies are to be accompanying other travel, the PEST application will only be considered for the incremental cost of the visit to the funding agency (for example, for an additional night's hotel stay but not the air travel). Travel advances are NOT allowed on state funds.

Travel reimbursement will be based on actual receipts and will be reimbursed only up to the amount of the published per diem rate. Itemized receipts MUST be submitted for all reimbursements. In addition, certain items may not be paid for using state funds, for example, alcohol, tips and gratuities, and gifts cards.

### Eligibility

To be eligible for a PEST grant, the faculty member must hold the academic rank of Assistant Professor or higher and be employed on a full-time basis in a tenured or tenure track position in the College of Engineering. Faculty with allocated startup funds to support travel to funding agencies are ineligible for PEST funding.

### Selection Criteria

Preference will be given to new faculty developing their research programs or faculty who are reinitiating or redirecting their research.

### Deadline

Applications for PEST grants may be made at any time during the year and must be approved prior to the commencement of travel. Generally, applicants will be notified within ten business days of receipt of the application.

### Submission

Fill in each section of the application and obtain departmental signatures attesting to their cost match and funding source then submit to the Office of the Associate Dean for Research, Room A160.

The Travel Budget Authorization (TBA) form must be completed, signed, and attached with this application.

CENG Associate Dean of Research and Graduate Studies, PEST Funding  
PURSUIT OF EXTRAMURAL SUPPORT TRAVEL GRANT

**Section I**

**Applicant Name:** \_\_\_\_\_

**Emplid #:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Academic Rank:** \_\_\_\_\_

**Tenure Status:** \_\_\_\_\_

**Years at UNT:** \_\_\_\_\_

**Latest Degree & Year Completed:** \_\_\_\_\_

**Enter a description of the funding agencies and program offices to be visited and the sponsored program opportunities to be explored.**

**Describe the benefit to the faculty, department and college:**

**List the specific names/titles/affiliation/emails of people with places & locations that you expect to visit and exact dates/times that these secured events will occur in pursuit of extramural support. Contact email is required.**

**Other travel, if applicable, associated with the visits, indicate so and request support only for the incremental portion of travel expenses associated with the visit in the budget below.**

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**Project Budget**

	TOTAL FUNDS REQUIRED	DEPT. Funds Requested (40%)	DEAN'S Funds Requested (60%)
	AMOUNT \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____
<b>TRAVEL *</b>			
<b>Airfare</b>	\$ _____	\$ _____	\$ _____
<b>Lodging</b>	\$ _____	\$ _____	\$ _____
<b>Transportation</b>	\$ _____	\$ _____	\$ _____
<b>Other</b>	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____

\*PEST travel funds may not be used for travel to workshop, conferences, or other meetings, or for certain items such as tips, gratuities, and alcohol.

**Section II – Signatures**

**APPLICANT Signature:** \_\_\_\_\_  
*(Signature verifies information accuracy)*

**APPLICANT Printed** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(MM/DD/YY)*

**Approvals**

**CHAIR Signature:** \_\_\_\_\_  
*(Signature confirms amount of match)*

**CHAIR Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(MM/DD/YY)*

**Dept. Amount:** \$ \_\_\_\_\_ **; from account type or string:** \_\_\_\_\_

**Associate Dean for Research and Graduate Studies name** \_\_\_\_\_  
*(Signature confirms amount of match)*

**ADR Printed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(MM/DD/YY)*

**CENG Amount:** \$ \_\_\_\_\_