Form version – April 5, 2019

# CENG Federal Laboratory & Industry Supported Travel (FLIST) Grant

### Purpose

The Federal Laboratory & Industry Travel Support (FLIST) grant is to assist faculty in partial support for travel to meet with federal laboratories and industry to establish collaborative relationships leading to extramural support in order to (i) learn about research & development needs, (ii) identify and pursue avenues for financial support to such collaborative activities, and/or (iii) establish externally funded collaborative research projects and student internships.

### Restrictions

FLIST grants will cover actual travel costs which are matched by the Faculty IDC (1/3), Department (1/3) and College (1/3).

The organizations and person(s) name title and contacts to be visited must be listed in the FLIST application.

Funds from the FLIST grant may not be used to travel to scientific conferences and meetings, but can be considered for travel to topic-specific meetings and workshops organized by federal laboratories and/or industry, if such meetings are invitation only with received invitations to the faculty applying for the travel support. If the visits are to be accompanying other travel, the FLIST 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 FLIST 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. Faculty with allocated startup funds to support travel to funding agencies are ineligible for FLIST 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 FLIST 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 and Graduate Studies, Room A160.

**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.**

**Project Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TOTAL FUNDS REQUIRED****AMOUNT $**  | **PI IDC Match (1/3)** **YES NO****AMOUNT $** | **Department Match (1/3)****YES NO****AMOUNT $** | **CENG Match Requested** **(1/3 maximum)** **AMOUNT $**  |
| **TRAVEL \*** |  |  |  |  |
| **Airfare** | **$** | **$** | **$** | **$** |
| **Lodging** | **$** | **$** | **$** | **$** |
| **Transportation** | **$** | **$** | **$** | **$** |
| **Other** | **$** | **$** | **$** | **$** |
| **TOTAL** | **$** | **$** | **$** | **$** |

***\*****FLIST travel funds may not be used for travel to regular 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)* |
|  **PI match amount (IDC)**  | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|   |  |
|  | **Approvals** |
| **CHAIR Signature:** |  |
|  | *(Signature confirms amount of match)* |
| **CHAIR Printed Name:** | **Date:** |
|  | *(MM/DD/YY)* |
| **Dept. Amount:** |  **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Associate Dean for Research and Graduate Studies name** |  |
|  | *(Signature confirms amount of match)* |
| **ADR Printed Name** |  **Date:**  |
|  | *(MM/DD/YY)* |
| **CENG Amount:** | **$** |

