

## Research Dissemination and Travel (DT) Awards

**Description:** This award supports the objective in our strategic plan to “Double the number of national and international recognition of faculty and student excellence by 2021, and quadruple recognition by 2035.” Specifically, these funds are intended to support two faculty initiatives: (DT1) peer-reviewed publication fees, and (DT2) conference travel for faculty wishing to disseminate their research findings OR critical networking opportunities to develop external research funding (e.g., traveling to meet with program managers of federal agencies, establishing collaboration with investigators at other institutions, attend an agency’s proposers’ day, etc.).

The overall goal of this award program is to support activities that allow faculty to achieve prominence in graduate study and research while increasing the national and international recognition of UCF. Specifically, the focus of the program is to enhance the dissemination of COS research to broad audience and enhance the competitiveness of COS researchers for securing external funding to support their research initiatives. Note that COS faculty are also eligible to the *Travel Award for Recognition of Faculty Excellence* (TARFE) awards administered by Faculty Excellence, which support travel to a conference or professional event after being recognized for a distinguished achievement or having a significant honor bestowed upon them (<https://facultyexcellence.ucf.edu/travel-award-for-recognition-of-faculty-excellence-tarfe/>); as well as the [COS Instructional Travel Fund](#) for travel that improves the learning environment for students by supporting activities that improve the quality of instruction in our college.

**Eligibility:** Each applicant is eligible to receive one DT1 and one DT2 award each year. For DT2 Awards, all full-time faculty members who are currently externally funded or have submitted a competitive research proposal within the last 12 months to an external funding agency recognized by UCF are eligible to apply.

Faculty who do not meet this requirement for DT2 awards must submit their applications with additional justifications to the COS Associate Dean for Research for pre-approval to submit ([nichole.lighthall@ucf.edu](mailto:nichole.lighthall@ucf.edu)). The additional justification in the application must demonstrate that the requested travel support will either 1) for conference travel: provide the opportunity for the faculty member to *present an empirical paper at a prestigious conference* (discipline specific) or 2) for networking travel: develop the critical connections needed for a planned external proposal *with the funding opportunity described*.

**Funding:** A maximum of \$1,500 for DT1/DT2 award may be available from the College of Sciences in matching funds with commitments from the faculty member (e.g., overhead) or their home department/unit, e.g., \$750 committed from faculty home department + \$750 in DT1/DT2 funds from COS = \$1,500. Awards will be given on a first-come first-served basis until COS funding is exhausted. All funding will be provided on a reimbursement basis. For support with peer-reviewed publication costs, faculty members are encouraged to apply shortly after manuscript acceptance. For travel support, faculty members are required to apply at least 30 days in advance of the date of travel. Notification of awards will be made prior to travel.

### Required Application Documents:

Submit the following documentation to your research support contact at your Dean’s Office [postaward@ucf.edu](mailto:postaward@ucf.edu)

- 1) Completed application form
- 2) Documentation of the incurred publication fees or expected travel costs
- 3) Two-page Biographical Sketch in NSF or NIH format.
- 4) OR print out of current funding and submitted proposals
- 5) Half page description of how use of these funds would enhance the research mission of UCF
- 6) One of the following forms of documentation must accompany the application based on the purpose of the request: i) Correspondence from a peer-reviewed publication outlet demonstrating manuscript acceptance,

with the faculty member serving as first or corresponding author and using UCF as his/her primary affiliation. An explanation of why an open access journal or a dissemination outlet charging publication costs versus a no-fee counterpart should also be provided, as well as a justification for the need of support; or, ii) a copy of the conference acceptance indicating the schedule and title of the applicant's presentation; *iii*) Pages from the abstract book for the applicant's presentation.

7) If you are applying for DT2 funds and do not currently externally funded and have not submitted a competitive research proposal within the last 12 months to an external funding agency, the full application should be submitted along with documentation of the COS Associate Dean for Research's pre-approval of the application justification (see Eligibility above).

Documents should be sent to your dean's office via email. A notification approving or denying the request will be emailed. For successful applicants, the college will transfer the funds to the department/unit's overhead account for approved travel awards.

## Research Dissemination and Travel (DT) Awards – Application Form

Name: \_\_\_\_\_

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

Department/School: \_\_\_\_\_

Rank: \_\_\_\_\_

Year Started at UCF: \_\_\_\_\_

DN PI Overhead Number for Transfer: \_\_\_\_\_ (*obtain from Budget Analyst*)

☐

I have active external funding but not able to cover these expenses on my current grant/s

☐

I don't have current external funding, but I have submitted a proposal in the last 12 months

☐

I don't have current external funding, and I am seeking approval for an exception from the Associate Dean for Research (my application includes the required justification)

Title of the submitted proposal and name of external sponsor (provide only one):

\_\_\_\_\_

Current status of the Submitted proposal \_\_\_\_\_

Please indicate the type of funding you are applying for:

DT1 – Research dissemination \$1,500 max (\$750 unit/\$750 college)

DT2 – Research networking \$1,500 max (\$750 unit/\$750 college)

Note: Applicants may/may not apply for both travel and publication expense support in the same application.

### Article Information (for publication fee DT1 applicants only)

Journal Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of Article: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Article Processing Charges: \_\_\_\_\_ Total Amount Requested from PI: \_\_\_\_\_

\_\_\_\_\_

### Travel Information (for DT2 applicants)

Reason for Travel: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Total Amount Requested from PI: \_\_\_\_\_

\_\_\_\_\_

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**Contributions:**

Department/Unit: \$\_\_\_\_\_ Funding Information: \_\_\_\_\_

Department/Unit Budget Analyst Signature: \_\_\_\_\_

Department/Unit Chair/Director Signature: \_\_\_\_\_

College: \$\_\_\_\_\_

Dean/Associate Dean Name: \_\_\_\_\_

Dean/Associate Dean Signature: \_\_\_\_\_