

ORAU Travel Grants Program

Faculty members from an [ORAU Sponsoring or Associate Institution or Branch Campus](#) can request up to \$800 to facilitate travel by a faculty member. Criteria for decisions to award travel grants include:

- Potential engagement of others, especially students
- Probability of a long-term collaboration
- New collaboration (proposed partners have no strong current ties)
- Well-defined outcome(s), such as a proposal to an identified opportunity, a white paper in anticipation of future funding, or a publication as a result of data collected during the visit.

Eligibility

Applications must be for travel to collaborate with researchers at ORNL, Y-12, ORAU laboratories or work sites, or another ORAU institution. This program is not intended to support travel to work with current collaborations or to interact with potential collaborators at locations other than their laboratories, such as conferences. Please note that:

- Requests must comply with federal travel expenditure guidelines.
- Applications must be submitted **BEFORE** the travel takes place (no grants will be awarded after the fact).
- Each ORAU Institution is limited to two requests within ORAU's fiscal year (October 1 – September 30).

Funding Source

Funding is provided exclusively from non-federal monies by ORAU.

Funding Restrictions

- **ORAU does not allow overhead charges or indirect costs on the award from ORAU.**
- Grants may only be used to cover either transportation expenses (train, plane, bus or other) or accommodation expenses.
- Other travel-related expenses, such as food, will not be reimbursed.
- Travel must be completed by September 30 (the end of ORAU's fiscal year.)

Reporting

Within 30 days of the trip, grant recipients will need to send a one-page summary of the outcomes of the trip, including any presentations made, visits with students, other benefits, and anticipated outcomes.

Proposal Format (must be in MS Word)

Prior to submission of proposal to ORAU an email from the ORAU Councilor endorsing the application is required. The ORAU Councilor is Dr. Tom Koshut, Associate Vice President for Research. OSP will be copied on this email.

1. Name of Traveler
2. Traveler's email
3. Traveler's complete campus address
4. Total funds requested.
5. Budget request (including leverage from other sources) Note: Itemized budget is not required, but a summary of funding and its sources must be provided. **ORAU funds cannot be applied to indirect costs.**
6. Location and potential partner to be visited
7. Purpose or objective of visit
8. History of contact between the two parties
9. Anticipated outcome of the travel

Proposal will follow UAH OSP Proposal submission process. Please work with your OSP administrator or coordinator.