Syracuse University
Request for Applications – Travel Subsidy Program
Fall 2019 National Science Foundation Grants Conference

Submission Deadline: 5:00 pm, Wednesday, August 28, 2019
Award Notification: On or before Wednesday, September 4, 2019
Conference Registration: Opens 12:00 pm, Thursday, September 5, 2019
Travel Report Deadline: 5:00pm, Wednesday, December 18, 2019

I.   Summary

In an effort to learn more about relevant funding opportunities, and to promote networking with program representatives and existing grantees, the Office of Research will offer financial support for faculty wishing to attend the upcoming Fall 2019 National Science Foundation (NSF) Grants Conference, November 18-19, 2019, Boston MA.

The NSF Grants Conference is primarily designed to provide new faculty, researchers and administrators with key insights into a wide range of current issues at NSF, including proposal preparation and merit review basics, award management topics and other important information. Program officers representing each NSF directorate will be on hand to provide up-to-date information about specific funding opportunities and to answer attendee questions.

Highlights include:

- New programs and initiatives
- Future directions and strategies for national science policy
- Proposal preparation
- NSF's merit review process
- Conflict of interest policies
- Breakout sessions by discipline

II.   Eligibility

Generally, eligibility is limited to tenured and tenure-track faculty or full-time researchers; however, applicants must meet Syracuse University PI eligibility requirements. Applicants are eligible for one award in a given fiscal year.

Preference will be giving to:

1) Applicants who will submit to NSF in the upcoming year who have not done so before;
2) Applicants who have previously submitted to NSF and have not been successful; and
3) Applicants who intend to submit a significant proposal to NSF in the upcoming year (i.e. CAREER).

Applicants must be available to travel to the Boston area November 18-19, 2019. The conference is located at the Boston Marriott Cambridge.

III. Award Information

Up to **five (5)** travel awards will be made.

Up to $1000 will be provided toward travel costs (note registration will be ~$400, and lodging ~$230/night). Travel costs exceeding award amounts will be the responsibility of the PI, though cost sharing from departments and/or schools and colleges is encouraged. Please discuss potential cost sharing arrangement with your department chairs and associate deans for research before submission. Funding will be provided to the PI's Dean's office via the Academic Research Initiatives chartstring 11-Dept#-06054-742101-MyCode. These funds are provided on a reimbursement basis upon submission of a travel report to the Office of Research, as detailed below.

Registration for this conference is limited and PIs are encouraged to register for the conference as soon as registration is open.

IV. Selection Process

Applications will be evaluated by a review panel to be selected by the Office of Research, composed of Associate Dean's for Research and/or senior faculty. Proposals will be evaluated based on the likelihood of the visit to positively impact a future competitive submission to the National Science Foundation by the PI.

V. Submission Procedures

Please submit the following application materials through the Syracuse University Application Portal by **5:00pm, Wednesday, August 28.**

1. Online application form
   a. Browse to Syracuse University Application Portal
   b. Click on the Fall 2019 NSF Grants Conference Travel Subsidy Program link in the list of limited submission competitions
   c. On the right hand side, under Application Tools, click "Apply"
   d. Click the on blue box labeled "Syracuse University Login" and use your NetID and password to log into the Application Portal
   e. Complete the application details screen (name and email will pre-fill):
      • PI: title; organization of primary appointment; and primary appointment title
      • Are you:
         o An applicant who intends to submit to NSF in the upcoming year and have not done so before?
         o An applicant who has previously submitted to NSF and have not been successful?

- An applicant who intend to submit a significant proposal to NSF in the upcoming year (i.e. CAREER)?
  - Amount of travel funding requested

2. <u>Project Description (Upload file – five page maximum)</u>

      All uploaded files should conform to the following requirements: Margins - 1 inch on every side; Minimum font size - 12 points; Single-spaced, 8.5 x 11 inch pages, numbered.

      File must be uploaded as a single PDF document, with the PI last name and conference title (i.e. LastName NSF Grants Conference).

      a. **Expression of interest** – Up to (2) single-spaced pages.
         Provide a brief description of your current work, and detail how your project fits the programmatic interests of the NSF program(s) to which you intend to apply.

      b. **Brief Budget Summary** – Up to (1) single-spaced pages
         Provide a brief description of the travel costs (i.e. lodging and travel estimates)

      c. **Biosketch** – Up to two (2) single-spaced pages
         Include a biographical sketch for the PI, up to two pages, in NSF format.

VI.   Reporting Requirements

By December 18, 2019, please submit a brief (2 pages) travel report to VPR@syr.edu. The report should contain the following information:

1. Brief description of purpose for trip
2. List of sessions attended
3. List of agency/foundation/other higher education personnel engaged, and topics discussed
4. Plans for relevant proposal submissions in coming year, including target dates and program names

Additionally, the Office of Research will conduct follow-up surveys approximately every six months, to determine the success of the travel award in generating subsequent proposal submissions and/or sponsored research awards. *You are encouraged to notify the Office of Research at the time of submission and receipt of award* for any proposal submitted in relation to your supported visit. Please send updates at any time in the body of an email to VPR@syr.edu, noting the following: Proposal title; funder; program name (if relevant); project period; amount of request; award amount (if relevant).