



Office of Academic Affairs
Request for Travel Funds to Visit Funding Agency

Program Description:

On occasion, it is important for faculty to travel to funding agencies, especially federal agencies, to discuss specific RFPs or RFAs. There are also occasions when faculty members are invited to such funding agencies to discuss their individual proposals. The Office of the Vice Chancellor for Research has limited funds available, to assist with travel, etc. for these specific situations.

Criteria for Funding:

Travel funds are available only for travel to funding agencies or agency-sponsored grant proposal workshops. For those seeking funding for a workshop, it is required that the faculty attendee will either be presenting papers, or preparing papers in response to an RFP or an RFA. Funds are not available for workshop attendance alone.

Applicants must apply for reimbursement prior to travel. Pre-approval by our office is mandatory for any funds to be granted. Reimbursements of funds will be authorized by the Vice Chancellor upon submission of a Research Foundation Travel Expense Voucher and Request for Payment RF-041 Form and original receipts that substantiate the costs incurred.

Should you have any questions or concerns, please feel free to contact me.

Thank you.

Nina Conroy

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