

RESEARCH FUNDING REQUEST APPLICATION

GENERAL INSTRUCTIONS:

Research requests are for the purpose of producing scholarship either to present or publish. Scholarship is defined as practical applications/projects regarding library initiatives, digital projects, or scholarly studies in subject areas. Research funding may also be requested to support the activities associated with a professional development leave. Funding for well-rationalized travel and other research-related expenses are eligible under this program.

- All aspects of the application must be filled out for consideration. Incomplete applications will not be considered for funding.
- Travel reimbursement policies apply to all research travel. For more information, please see: (<https://committees.uflib.ufl.edu/committees/travel/>). Please contact the Libraries' Business Services Office for any questions or concerns.
- Please use [UFGO](#) for submission of receipts. Expense receipts should be submitted as soon as the trip is completed. Per UF Administrative Memo of June 22, 2018, if expense receipts are not submitted and approved within 60 days, the reimbursed amount will be taxable. (see <https://administrativememo.ufl.edu/2018/06/timeliness-of-travel-entertainment-and-employee-reimbursements/>)
- All work determining if you need to travel for research should be done prior to submission of application.
- Research Trips are funded and considered separately from other Professional Development Travel trips (see <https://committees.uflib.ufl.edu/committees/travel/>).

CANCELLATIONS:

- Research trips may only be cancelled due to changes in position and personal emergencies.
- You must notify the chair of the Professional Development Travel Committee of a cancellation as soon as possible.
- Failure to cancel a research trip in a timely manner may affect your ability to apply for research funds under this program in the future.

APPLICATION MATERIALS:

- Abstract and goals
- Estimated budget
- Department Chair Signature
- Associate Dean Signature

QUESTIONS?

Please email the Professional Development Travel Committee at travel@uflib.ufl.edu

**UNIVERSITY OF FLORIDA - GEORGE A. SMATHERS LIBRARIES
RESEARCH FUNDING REQUEST
2023-2024**

Research funding requests require all application details plus signatures of your department chair and appropriate associate dean to be provided. Once complete, funding requests will be sent to the Professional Development Travel Committee for recommendation. All research requests are subject to approval by the Dean of the Libraries. You must use UFGO for reimbursement. Questions regarding research requests should be addressed to travel@uflib.ufl.edu.

NAME OF RESEARCHER: _____ **UFID:** _____

DEPARTMENT: _____ **EMAIL:** _____

RESEARCH INSTITUTION: _____

LOCATION: _____

DATES: _____

RESEARCH FUNDS REQUESTED: _____

ESTIMATED BUDGET:

TRAVEL COSTS	AMOUNT REQUESTED
Travel (plane, train, bus)	
Lodging	
Rental Car (if needed)	
Taxi/Shuttle	
Parking	
Meals	
Other (Explain)	

INSTRUCTIONS:

All travel expenses are subject to UF policies on reimbursement

- Use estimates of travel when applying for funding; amounts can be adjusted later.
- You must use the UFGO booking tool for flight, train, car rental, and hotel bookings.
- Please use the [state rate amount for meals](#) (no receipts are required)
- Only include mileage if you are using your own car to travel
- Receipts and breakdown of costs are required for the following items:
 - Lodging
 - Airfare/Rail
 - Rental Car
 - Taxi/Shuttle (if above \$25.00)

Commented [DMM1]: Should we ask people to get estimates from UFGO?

Please describe Non-Travel related expenses here:

ABSTRACT (Provide one paragraph describing your research proposal/activities and rationalizing the expenses):

DESCRIBE GOALS/OUTCOMES OF RESEARCH PROJECT:

DESCRIBE THE BENEFIT TO THE LIBRARY & STATE BY YOUR ACTIVITIES:

DESCRIBE THE BENEFIT TO YOUR PROFESSIONAL DEVELOPMENT BY YOUR ACTIVITIES:

RESEARCHER'S SIGNATURE: _____ **DATE** _____

DEPARTMENT CHAIR'S SIGNATURE: _____ **DATE** _____

ASSOCIATE DEAN'S SIGNATURE: _____ **DATE** _____