



## Office of the Vice Chancellor Of Research

### Missouri S&T Scholarly Outreach Program

The goal of the Scholarly Outreach Program is to increase S&T faculty's visibility in national academic circles by providing *supplemental* funds to enable faculty to give lectures at other Universities. It is envisioned that the program will cover expenses for short trips to Universities near Rolla, or to support the extension of a trip to allow a faculty member to present lectures at Universities in the area s/he is visiting for some other purpose (for example, attending a conference). The supplemental funds will become part of faculty members' travel reimbursement *only for expenses not already reimbursed fully by some agency or S&T office* (e.g., for participating in review panels).

Criteria and procedures relating to application for and administration of S&T lecture travel funds are subject to the following constraints:

- The program provides supplemental funds for national travel only.
- The maximum amount is \$200 per trip, regardless of the number of lectures given during the trip.
- Only members of the tenure-track and tenured faculty and research faculty may receive funding.
- This supplemental funding may not be used to cover expenses already being reimbursed by some other agency or by S&T.
- Allocations will be made until the fund is expended fully.
- All university/state travel restrictions apply.
- Faculty receiving the Scholarly Outreach funds will make the same presentation on the Missouri S&T campus within 6 months from the date of the trip.

*Please note that there is no annual maximum per faculty member!*

#### Process

Faculty should use the attached form to submit supplemental fund requests at least one month in advance of the trip. The completed form should be submitted to the departmental Chair, who in turn must approve and forward it the Dean's office for review and consideration, and, thereafter, the office of the Vice Chancellor of Research. No travel request will be supported without prior permission; under no circumstances will trips be supported retroactively. Please submit all approved applications to [prattjl@mst.edu](mailto:prattjl@mst.edu).

**Request for Supplemental Funding Under the Scholarly Outreach Program**

Name of Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Period of Travel: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Requested: \$\_\_\_\_\_

(The total amount of travel awards to an individual faculty member cannot exceed \$200 per trip.)

Talk(s) will be given at the following University(ies) and Department(s) (please provide documentation such as invitation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:

Denied:

Department Chair: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Approved:

Denied:

Dean: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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