

May 7, 2007

**MEMORANDUM**

To: Department Chairs, Directors, and Business Managers

From: Rathindra N. Bose,  
Vice President for Research and  
Dean of the Graduate School

Re: (1) Funding for Faculty Travel for FY 2008  
(2) Funding for Graduate Student Travel for FY 2008  
(3) Summer 2008 Research and Artistry Awards  
(4) Grant Matching Funds for FY 2008

**Funding for Faculty Travel:** For fiscal year 2008, the Division of Research and Graduate Studies will be able invest matching funds for faculty travel. We will continue with the restriction of funding travel for those presenting at conferences (up to \$300 for national, and up to \$500 for international travel). When submitting request for travel support, please provide documentation in support of presentation status. Also, travel support will be limited to one per faculty member, and will be distributed on a first-come basis.

**Funding for Graduate Student Travel:** For fiscal year 2008, the Division of Research and Graduate Studies will invest limited funds for graduate student travel (up to \$200 per student). The student must be presenting at a conference and also have support from his/her department and/or college. Travel request must be submitted to the Associate Dean of the Graduate School Office in Adams 210. When submitting request for travel support, please provide documentation in support of presentation status. Also, student travel support will be limited to one per student, and will be distributed on a first-come basis.

**Summer Research and Artistry Awards:** This summer the Division of Research and Graduate Studies was able to invest supplemental support for research and artistry awards in addition to funds provided by the President's Office. For summer 2008, we anticipate being able to continue providing additional supplemental support, assuming no budget cuts are imposed.

**Grant Matching Funds:** Research and Graduate Studies will provide matching funds, as available, for those proposals requiring matching funds by the agencies.

cc: Provost Legg  
College Deans