



California State University, Sacramento  
Office of Research, Innovation, and Economic Development  
6000 J Street • Library 2520 • MS 6093 • Sacramento, CA 95819  
T (916) 278-6402 • [www.csus.edu/research](http://www.csus.edu/research)

## Grant Development Travel Support Fund (GTS Fund)

In accordance with the Chancellor's Office [memo PDF](#) suspending all non-essential travel through June 30, 2021, ORIED's travel support program is also temporarily suspended for AY 2020/21.

Travel funds are available from the Office of Research, Innovation, and Economic Development (ORIED) to help share in the cost of attending organized trainings, conferences, or workshops on grant proposal development/writing.

Eligible examples include:

- National Science Foundation (NSF) Day Conference
- NIH Seminar on Funding and Grants Administration
- Conference on the Development of NSF Hispanic Serving Institution (HSI) Project Proposals
- Conference on the Essentials of Intellectual Property and Developing SBIR/STTR Proposals

Examples of travel not eligible for consideration:

- Academic conferences or symposiums (attendance or presentations)
- Travel to special collections, archives, or other research field site locations

**Awards:** Awards of up to \$750 will be made for in-state travel and awards of up to \$1500 will be made for out-of-state travel. It is expected that ORIED funds will augment funds secured from other sources (e.g., college or department funds, recovered indirect funds, etc.).

**Use of funds:** Funds may be used to cover registration fees and allowable travel related expenses such as airfare, lodging, local mileage, and meal reimbursement.

**Eligibility:** Open to Sacramento State Unit 3 faculty, university administrators, and staff. Applicants may receive one travel award under this program per academic year.



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**Deadline:** Applications must be received 21 days prior to travel. Applications will be reviewed and funds will be awarded on an ongoing basis.

**Review Process:** Applications will be reviewed by ORIED, in consultation with the appropriate dean and chair.

**Notification:** Applicants will be notified within 10 business days on the status of their application and awarded funds will be transferred to the appropriate department/college/division shortly thereafter.

**How to Apply: Temporarily Suspended for AY 2020/21**

Step 1: Email or call your [research development point of contact](#) and request the link to the online application form.

Step 2: Complete the online application form *and* upload a scanned copy of your signed Travel Justification/Request form (either your Division- or College-specific version of the form). On the Travel Justification/Request form, please identify both the travel funds already secured and the amount “unfunded” as of that date.

**Questions** may be directed to [research@csus.edu](mailto:research@csus.edu).