



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF ARTS & SCIENCES

College of Arts & Sciences Academic Excellence (Acadex) Fund

(FY18 for Travel Occurring July 1, 2017 – June 30, 2018)

The following eligibility requirements and guidelines apply to requests for FY18 professional travel support from the College of Arts & Sciences Academic Excellence (Acadex) Fund and the Office of Research & Economic Development (ORED) Faculty Research Support Program (matching funds). Acadex funds are made available through the generosity of the College Advisory Board and the Dean's Office and are intended to facilitate scholarship and/or grantsmanship. Approved Acadex requests are forwarded onto ORED by the Office of the Associate Dean for Research.

A. Eligibility Requirements and Guidelines

1. Acadex applicants must be tenured or tenure-track faculty.
2. Each applicant can be awarded Acadex funds only one time per fiscal year.
3. Acadex funds will support travel resulting in scholarly activity and/or proposal development.
4. Faculty must deliver a presentation if receiving Acadex funds to support travel to a professional meeting.
5. The maximum Acadex request is \$500. A 50% match is required from the home department or program.
6. The faculty member must also request at least \$500 from ORED.
7. Two Acadex award periods have been established for FY18:
 - a) July 1, 2017 – Dec 31, 2017
 - b) Jan 1, 2018 – June 30, 2018
8. Deadlines for application will be June 15 (for travel occurring July 1-Dec 31) and December 1 (for travel occurring Jan 1-June 30)
9. Applications must be submitted using the ORED/ACADEX Faculty Research Program Request Form (revised May 2016) found via e-mail from Dr. Giselle Thibaudeau, at <https://www.cas.msstate.edu/research/collegefundingopportunities/>, or by requesting it from Kim Rayborn (kim@deanas.msstate.edu).
10. Application Forms must be routed through the Department Head and then submitted electronically to giselle@deanas.msstate.edu Associate Dean for Research and copied to kim@deanas.msstate.edu. Applications will be routed to ORED from the College Office.

B. Application Details

- Complete the ORED Faculty Research Program Request Form (interactive pdf)
1. Funding Commitments
 - a) Please refer to Section A. Eligibility Requirements and Guidelines for appropriate requesting of funds from your department, Arts & Sciences, and ORED.
 - b) Department heads and Associate Dean for Research will electronically sign the form if they agree to commit to the requested funds.
 - c) List all other sources of funding for this travel

2. *“Rationale/Purpose...”* - Include the following information:
 - a) Check either “Visit with Program Officer” or “Presentation/Poster at Professional Meeting” for your purpose of travel.
 - b) If you choose “Visit Program Officer,” name the program officer and their agency and program.
 - c) *“If funding is being requested for travel to an agency”* - Indicate whether you have been in contact with the program officer or not. You may submit a request even if you have not contacted a program officer yet, but funds will not be committed until you notify Arts & Sciences (Kim Rayborn, kim@deanas.msstate.edu) and ORED (Sandy Williamson, sandy@research.msstate.edu) of a confirmed date of visit.
 - d) If you choose “Presentation/Poster at Professional Meeting,” name the professional meeting and scholarly society. Provide the title of paper/poster to be delivered. Funding for vanity or “for profit” conferences will not be supported.
 - e) *“If funding is being requested to attend professional meeting”* - Indicate whether your paper has been accepted or not. You may submit a request even if your paper has not been accepted yet, but funds will not be committed until you notify Kim Rayborn (kim@deanas.msstate.edu) and ORED (Sandy Williamson, sandy@research.msstate.edu) of its acceptance.
 - f) *“Significance of Program Officer Visit or Professional Meeting”* – Detail any scholarship or grantsmanship that will likely result from travel including meeting with likely collaborators, co-authors, or program officers and any other specific, tangible benefits to research productivity at MSU (1000 characters MAX).
3. *“Travel Dates”* – Indicate the beginning and ending travel dates.
4. *“Location”* – Enter the city and state (domestic) OR city and country (international) of the program officer visit or professional meeting.
5. *“Estimated Expenses...”* – Provide an itemized budget. Numbers that are out of line with normal travel expenses will require justification. MSU’s travel department website could be helpful in estimating a budget <http://www.travel.msstate.edu/>. Make sure to indicate other sources of funding.

C. Approval Routing and Reimbursement

- Direct requests for funding to ORED that have not been routed through both the Department Head and Associate Dean for Research **will not** be supported.
- If Acadex and/or ORED funds are granted, and travel plans change or are canceled you must notify Arts & Sciences (giselle@deanas.msstate.edu and cc kim@deanas.msstate.edu). Failure to do so prior to the proposed travel date will result in forfeiture of Acadex and ORED funds for the current fiscal year.
- For international travel: International Authorization paperwork must be approved at least three months in advance of the departure travel date. If not, a written justification as to why the international authorization form is late must accompany the paperwork.

1. Approval Routing (Domestic and International Trips)*
 - a) The ORED Faculty Research Support Program Request Form should be filled in and submitted in an e-mail to your Department Head or Program Director.
 - b) Department Head/Program Director must sign the Form committing matching funds.
 - c) Department Head/Program Director must forward the form to Arts & Sciences Associate Dean for Research Giselle Thibaudeau (giselle@deanas.msstate.edu), cc'ing Kim Rayborn (kim@deanas.msstate.edu).
 - d) Associate Dean for Research will review and will sign and submit the completed domestic applications to ORED and international applications to International Institute if Acadex funds will be committed.
2. Reimbursement (Domestic Trips)
 - a) All travel that is to be reimbursed with any university funds must be approved in advance (i.e. a blue travel form must be completed). <http://www.travel.msstate.edu/form/>
 - b) After travel is completed, the travel form's reimbursement section must be completed. Please work with your departmental office to complete this form.
 - c) After travel is completed, faculty have 30 days after the last date of travel to e-mail the Travel Report form (interactive pdf attached to your congratulatory email from Kim Rayborn and at <http://www.cas.msstate.edu/research/>) to both Arts & Sciences(giselle@deanas.msstate.edu and cc kim@deanas.msstate.edu) and ORED(tgammill@research.msstate.edu and cc sandy@research.msstate.edu). Failure to submit a Travel Report Form will result in forfeiture of funds from both the ORED and Acadex.
 - d) A 25 account number for reimbursement must be included on the Travel Report Form. Please work with your department to determine which 25 account number is appropriate.
3. Reimbursement (International Trips)
 - a) All travel that is to be reimbursed with any university funds must be approved in advance (i.e. white travel form must be completed). <http://www.travel.msstate.edu/form/>
 - b) After travel is completed, the travel form's reimbursement section must be completed. Please work with your departmental office to complete this.
 - c) After travel is completed, faculty have 30 days after the last date of travel to e-mail a Travel Report Form (interactive pdf attached to your congratulatory email from Kim Rayborn and at <http://www.cas.msstate.edu/research/>) to both Arts & Sciences (giselle@deanas.msstate.edu and cc kim@deanas.msstate.edu) and International Institute (rnader@international.msstate.edu and cc tsai@international.msstate.edu). Failure to submit a Travel Report Form will result in forfeiture of funds from both the ORED and Acadex. A 25 account number for reimbursement must be included on the form. Please work with your department to determine which 25 account number is appropriate.