

Guidelines:

Two important elements of the grantsmanship process are (1) understanding the mission or goals of the funding organization and, (2) gaining familiarity with staff members who make funding decisions. Equally important is the element of marketing oneself and one's interests. These aspects of grantsmanship can be measurably enhanced by meeting with officers and staff of funding organizations.

The [Office of Knowledge Enterprise Development \(OKED\)](#), in order to make faculty meeting with staff or potential sponsors possible, has established a program to fund travel and per diem for such meetings at sponsor offices.

The requirements are as follows:

1. The proposed project or program must be of substantial nature, preferably multi-year.
2. Travel must be to the sponsor headquarters or regional headquarters. TRIPS support is **not** available to meet sponsor staff at other meeting places (such as at professional meetings, conferences, workshops, etc.).
3. A letter of intent or pre-proposal for the project must be prepared and submitted/presented to the potential sponsor. A copy of this letter **must** be attached to the TRIPS application.
4. A formal appointment with sponsor staff must be made **in advance of the trip and in advance of requisitioning funds from the OKED**. Email confirmation of appointment must be attached to the TRIPS application.
5. Support will be limited to one person for coach/economy round-trip airfare purchased at least two weeks in advance (unless fully justified) and **one** day's lodging and meals within [Arizona per diem](#) to any place in the continental United States.
6. Applications require approvals and signatures of the department chair (or center director) **and** dean.
7. Applications **must be submitted two weeks in advance** of the trip. Submit TRIPS application (which will include required documentation listed above) to OKED at:
Attention: Nichol Tran
PO Box 875611
Tempe, AZ 85287-5611
(480) 727-5684
Nichol.Tran@asu.edu
8. A **report** of the meeting's results must be submitted to OKED within one week after returning from the trip.
9. A thank you letter must be sent to the sponsor contact, and a copy of the letter sent to OKED.
10. There is a limit of **one TRIPS award per fiscal year** on a no-match basis. Additional TRIPS awards will require at least a 50 percent match from the college or department. (See below for subsequent trips).

Probable sequence of events:

First trip: Prepare proposal or pre-proposal; make appointment with sponsor staff person; arrange travel and lodging; complete TRIP applications; receive TRIPS approval; submit travel authorization; go on trip; submit TRIPS report; complete travel authorization.

Subsequent Trips: Prepare proposal or pre-proposal; obtain unit matching funds commitment; make appointment with sponsor staff person; complete other remaining steps shown in "First trip" sequence (in order shown).

TRIPS APPLICATION AND APPROVAL FORM

TRIPS File No: TRIPS-

(# to be entered by OKED)

This form must be typed and submitted through the Dean/Unit Director. A copy of the document submitted to the potential sponsor **must** be attached.

Travel Details:

Name		ASU Employee ID #	
Phone #		ASU Travel Request #	
Fax #		Email	
Department			
Department Phone #		Mail Code	
Chair		Unit & Director	
College		Dean	

Project Title			
Departure Date		Return Date	
Target Sponsor			
Street Address			
Contact Name / Title		Contact Phone #	
Purpose of Travel			
Expected outcome			

- Destination is the sponsor headquarters or regional headquarters.
- A copy of summary document submitted to the sponsor is attached.
- An appointment with the sponsor has been scheduled (and is attached).
- Airfare is coach/economy seating purchased at least 14 days in advance (receipt is attached).
- Lodging and meals are within [Arizona per diem rates](#) for travel location.

Amount Requested from OKED:

First TRIP of Fiscal Year?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Date of last TRIPS			Airfare		
One Day's Meals			One Night's Lodging		

Unit Support: (Unit matching support is required for subsequent trips after the first)

		Cost Center:	Program/Grant/Gift:
College:			
Department:			
Other:			

Signatures: (Required whether or not unit support is provided)

Chair	Date
Dean	Date
Other	Date

OKED APPROVAL

Amount		Cost Center: CC0376	Program: PG08704
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Office of Knowledge Enterprise Development

Date

Your travel expense report must be approved by your department, and then be submitted to OKED, Attention: Nichol Tran via email (Nichol.Tran@asu.edu) or PO Box 875611, Tempe, AZ 85287-5611 (Mail Code 5611), for approval signature and processing. **Reference the TRIPS File Number above on your travel expense report, and on all correspondence pertaining to this award.** A report of the meeting results must be submitted to OKED one week upon returning from the trip.

C: P.I., Dean/Unit Director, Research Dean, Chair, OKED Business Manager