

ORAU Travel Grants Program

Faculty members from an [ORAU Sponsoring or Associate Institution or Branch Campus](#) can request up to \$800 to facilitate travel by a faculty member.

Criteria for decisions to award travel grants include:

- Potential engagement of others, especially students
- Probability of a long-term collaboration
- New collaboration (proposed partners have no strong current ties)
- Well-defined outcome(s), such as a proposal to an identified opportunity, a white paper in anticipation of future funding, or a publication as a result of data collected during the visit.

How to Apply

Please complete the application form below. In addition, an email from the ORAU Councilor endorsing the application is required and should be transmitted to Ann.Farler@orau.org.

Eligibility

Applications must be for travel to collaborate with researchers at ORNL, Y-12, ORAU laboratories or work sites, or another ORAU institution. This program is not intended to support travel to work with current collaborations or to interact with potential collaborators at locations other than their laboratories, such as conferences. Please note that:

- Requests must comply with federal travel expenditure guidelines.
- Applications must be submitted **BEFORE** the travel takes place (no grants will be awarded after the fact).
- Each ORAU Institution is limited to two requests within ORAU's fiscal year (October 1 – September 30).

Funding Source

Funding is provided exclusively from non-federal monies by ORAU.

Funding Restrictions

- **ORAU does not allow overhead charges or indirect costs on the award from ORAU.**
- Grants may only be used to cover either transportation expenses (train, plane, bus or other) or accommodation expenses.
- Other travel-related expenses, such as food, will not be reimbursed.
- Travel must be completed by September 30 (the end of ORAU's fiscal year.)

Reporting

Within 30 days of the trip, grant recipients will need to send a one-page summary of the outcomes of the trip, including any presentations made, visits with students, other benefits, and anticipated outcomes.

Application Submission

The following form must be completed to submit an application for travel funding to the ORAU University Partnerships Office.

The following information is requested:

- Name of traveler
- Traveler's email
- Traveler's mailing address
- Name of ORAU institution requesting grant
- Name of ORAU Councilor
- Total funding requested
- Budget request (including leverage from other sources)
- Location and potential partner to be visited
- Purpose or objective of visit
- History of contact between the two parties
- Anticipated outcome(s) of the travel