



Alabama State University
Boston University
Bryn Mawr College
New Jersey Institute of Technology
University of Pennsylvania
University of Texas at Austin
Washington University in St. Louis

Faculty/Trainee Research Exchange Policy (Travel funds)

CEMB investigators and trainees are eligible to apply for short-term travel funds to facilitate exchange with other CEMB labs from the center's \$25K/year travel fund. Each trip is capped at \$1,500/week for expenditures in week 1 and \$1,000/week for a subsequent week. Requests must be made in writing (a single PDF document) to Mike Ostap via Jim McGonigle at jmcgon@seas.upenn.edu, and must include (1) a short paragraph describing the overall project, (2) the proposed scientific merit, (3) broader impacts of the trip related to CEMB, and (4) a brief budget. This paragraph must be updated to include a program summary/progress report after completion of the trip and sent to Jim McGonigle along with the request for reimbursement of travel expenses. Funds will be granted on a rolling basis subject to availability. Each project is capped at \$2,500/year in travel expenditures from this fund.

August 24, 2017