



MS AGRICULTURAL AND
FORESTRY EXPERIMENT STATION

MAFES Multistate Project Travel Awards
Request for Proposals
Calendar Year 2018

To encourage participation by MSU scientists in multistate research projects, the MAFES Director will annually reserve a pool of resources to support costs associated with travel to multistate regional research project annual meetings. Up to 30 travel awards will be made annually to support travel expenses not to exceed \$1,500/meeting for scientists formally participating in a CRIS multistate research project and travelling to the annual multistate project meeting. **Please note that only multistate *research* projects are eligible for these awards. Multistate Extension and Research Activities (ERAs designated as SERAXX, NERAXX, NCERAXX, or WERAXX) are not eligible.**

Requests will be made to the Director's office, through the faculty member's department head. Multistate Travel Award proposals can be submitted throughout the annual cycle and will be awarded on a first-come basis, subject to confirmation of participation in the Multistate Project.

The request should include the following information:

Scientist Name: _____

Department Name/Org Number: _____

Multistate CRIS Project Number/Name: _____

Name and Date of Meeting: _____

Location of Meeting: _____

Estimated Cost: _____

Brief Justification:

Following award notification, travel approval should be completed through standard practice within the department. **Use the following account number on the travel form {261101-(your ORG)-027000-(your hatch multistate CRIS number/activity code)}.** Please have your department travel coordinator work with Ms. LaDonna Bullman (lmb13@msstate.edu) to ensure the appropriate multistate CRIS activity code is used on the travel form. **After the meeting, the completed travel form should be sent to the Director's office (attn: Anne Cook (anne.cook@msstate.edu)).** Ms. Cook will execute a budget transfer to reimburse actual travel costs up to \$1,500.

Multistate Travel Award requests should be sent to:

Wes Burger

Associate Director, Mississippi Agricultural and Forestry Experiment Station

w.burger@msstate.edu

Include subject line: **MAFES Multistate Project Travel Awards**