

ATTENTION FACULTY AND STAFF

The Office of Research and Sponsored Programs will provide funds for any faculty/staff interested in attending **Technical Assistance Workshops conducted by funding agencies.**

To be considered for this award, an application must be submitted to the Office of Research and Sponsored Programs.

The application packet must include:

- 1. The completed application form (see attachment)**
- 2. An interest letter**
- 3. A statement briefly describing the advantages/outcomes, benefits to ASU and the attendee**
- 4. A budget detailing all costs involved in attending the workshop**
- 5. An endorsement letter from your immediate supervisor (Chair, Dean, etc.)**

All applications must be submitted at least three (3) weeks prior to the date of the workshop.

ALL DISCIPLINES ARE ELIGIBLE TO APPLY.

NB: Before any funds are released, all awardees will be required to sign a contract indicating their intention to submit a proposal in response to the technical assistance workshop.

Disclaimer:

We will make every effort to approve applicants; however, the submission of a request does not automatically obligate the Office of Research and Sponsored Programs, as approval is based on the availability of funds.

This program does not allow for training strictly to enhance competence in a specific piece of equipment or software. The goal of the program is to promote networking with governmental/private funding agencies that would directly lead to submission of a proposal/grant application.

While the Office of Research and Sponsored Programs encourages professional development aimed at enhancing operational and specific knowledge in equipment or software utilization, the federal funds provided for this program cannot be used for these opportunities.

In some instances private vendors will promote their products through grant programs. In such cases, the Office of Research and Sponsored Programs will consider the provision of technical assistance grants, if it is clearly spelled out and documented by the vendor that participation in the workshop is directly tied into a funding opportunity with that company.

ALBANY STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS
TECHNICAL ASSISTANCE WORKSHOP
APPLICATION FORM

Date Submitted: _____

Applicant's Name: _____
Department: _____ Office Location: _____
Office Phone: _____ Cell Phone: _____

Hosting Agency Contact Info: _____
Funding Agency Contact Info: _____
Title of Workshop: _____
Dates of Workshop: _____
Location of Workshop: _____
Estimated Cost: _____

The application packet must include the following: (to be submitted to ORSP - ACAD, Room 383)

- A letter of interest
- A statement briefly describing the advantages/outcomes, benefits to ASU and the attendee
- A budget detailing all the costs involved in attending the workshop
- An endorsement letter from your immediate supervisor (Chair, Dean, etc.)
- The below signed contract

All applications must be submitted at least three (3) weeks prior to the date of the workshop.

CONTRACT

I _____ hereby certify that if awarded the travel funds, I will
Insert your name
submit a proposal to the funding agency in response to the announcement no later than six months after the completion of the technical assistance workshop. I further understand that if I fail to submit a proposal I will be required to repay the total amount awarded.

Applicant Signature

Date

Disclaimer:

We will make every effort to approve applicants; however, the submission of a request does not automatically obligate the Office of Research and Sponsored Programs, as approval is based on the availability of funds.

Official Use Only

Approved Denied

Signature

Date