

ADMINISTRATIVE PROCEDURE – For Multistate Projects

Sub-unit: Maryland Agricultural Experiment Station (MAES) - AGNR

Subject: MAES – Multistate Research Travel Support

Revised Effective: August 30, 2017

A. **Purpose**

The Associate Dean & Associate Director of the Maryland Agricultural Experiment Station will provide up to \$1,000 for faculty to attend annual multistate research meetings, provided the faculty member is a current Principal Investigator (i.e., Voting Member) on a MAES multistate research project.

B. **Procedure**

1. PI will send a request for MAES Multistate Project travel subsidy, via e-mail to Dr. Adel Shirmohammadi (ashirmo@umd.edu), Associate Dean & Associate Director, and copied to

- Rubie Mize (rgmize@umd.edu), MAES Research Coordinator,
- PI's Departmental Finance or Business Manager, and
- PI's Department Chair.

Request **must** include the Official Meeting Authorization (<https://www.nimss.org/>) which has the dates and location of the meeting, and agenda. Request should be submitted at least three weeks prior to the meeting date.

2. The request will be reviewed, and the PI notified, as soon as possible, regarding the status of the travel subsidy request.

3. Once the request is approved, the PI will use his/her own Departmental KFS account number to create a Travel Approval Request (TAR) for the meeting. Upon completion of the travel, the PI or the Business Manager will contact Rubie Mize at rgmize@umd.edu for a KFS account number to JV up to \$1,000 to cover the PI's Travel Expense Statement (TES) with submittal of appropriate receipts. The PI is allowed to use these funds only for travel requested for a particular multistate project for which he/she is a voting member. Please send Rubie Mize a copy of the JV and copies of the appropriate receipts (scanned as a single PDF file is preferred) at rgmize@umd.edu

4. Upon return from the meeting, the PI will submit a brief report (no more than one page) regarding the outcome of the meeting, major issues discussed or decisions made. For example, did the committee decide to form team(s) to work on joint publications on the different components of the project, write a white paper, form a proposal writing team to compete for large external funding, and/or work on the revised multistate proposal, etc. Please send the report via email to ashirmo@umd.edu and a copy to rgmize@umd.edu

C. **Contacts**

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