

**DRAFT 6/1/04**  
**UNIVERSITY OF LOUISVILLE**  
**SCHOOL OF NURSING**

DISTRIBUTION OF RESEARCH DEVELOPMENT FUNDS

1. Policy

- A. Funds may be distributed to tenured, or probationary faculty, research staff as well as undergraduate and graduate students. Limited funding is available and money will be distributed after other appropriate sources are exhausted. Allocation of funds will be based on review of the request as it supports the research mission of the School of Nursing. A faculty member can receive travel reimbursement from this source if they are presenting at a scientific or professional meeting. Staff are eligible for these funds if the proposed travel will enhance the performance of their position in support of the research mission of the School. Students are eligible for these travel funds if they are presenting the results of their research at a scientific or professional meeting.
- B. State guidelines for transportation, lodging and per diem expense reimbursement will be used for travel within the U.S. University guidelines for reimbursement of international travel will be used.
- C. The amount requested for reimbursement shall not exceed the estimated expenditures to complete the travel including registration, airfare, mileage, lodging, per diem and presentation preparation. The actual amount reimbursed shall not exceed the amount approved in the initial request.
- D. All requests for travel must be submitted 30 days prior to the date of travel to the Associate Dean for Research.

2. Guidelines for Allocation of Funds

- A. Presentation of scholarly work including papers, symposium or posters by
  - i. Probationary faculty
  - ii. Tenured faculty
  - iii. Graduate students
  - iv. Undergraduate students
  - v. Staff
- B. Attendance at conference/meeting that will have significance for individual development to further the research mission of the School.

3. Exclusions from Travel Funds Allocation

- A. Expenses already covered in full by another source.