Lecturer Research, Scholarly, and Creative Activities (LRSCA) Awards

College of Natural & Social Sciences (NSS)

NSS Lecturer Research, Scholarly/Creative Activities (LRSCA) awards is a mini-grant program designed to support lecturer engagement in research, scholarship, and creative activities. The awards encourage lecturers to maintain currency in their fields of expertise and gain knowledge and experience through research activities, the purchase of research-related expenses, and presentations at professional and academic conferences.

Lecturers are eligible to apply for LRSCA awards for up to $1500 per academic year. Mini-grants may be used to partially or fully reimburse lecturers for research-related activities, including but not limited to travel to conduct research, travel to academic and professional conferences, and purchasing research-related expenses.

Priority will be given to lecturers who are presenting their research, participating in a panel/roundtable, or receiving an academic award at an academic conference. Official communication indicating acceptance to the conference must be included with the LRSCA application.

For travel reimbursements. The LRSCA program will support in-state travel up to $500, out of state travel up to $1,000, and international travel up to $1,500.

- Eligible costs include transportation, lodging, and conference registration fees.
- Hotel reimbursement will only cover a percentage of two nights regardless of length of stay.
- If the trip occurs in less than 24 hours, NSS may cover transportation costs for day trips but will not cover food or meals.
- Maximum hotel rates and airfares as determined by the University will apply.
- NSS will not cover the cost of travel that has already completed before the LRSCA application is approved by the Dean.
- Lecturers must follow University policies and procedures for arranging travel and securing reimbursement via Concur.

Or For research-related expenses. The LRSCA program will support up to $500 for research-related expenses to be used for research, scholarly, and creative activities including, but not limited to:

- Books for teaching or research
- Research lab supplies
- Subscriptions to scholarly journals
- Professional membership dues
- Software and peripherals (i.e. scanners and printers)
- Mailing fees related to research
- Other scholarly materials and expenses

If you receive the award for research-related expenses, please work with your department ASC to order your materials up to the awarded amount.

Eligibility Criteria

- Applicants must be a NSS lecturer on a 1- or 3-year contract
- Priority will be given to applicants who have not previously received another award or grant within the same academic year.
- The award must be spent or encumbered by April 30 of each academic year.

Application Guidelines
Lecturers who are traveling should plan to submit your application at least 45 days prior to domestic travel and 75 days prior to international travel to allow sufficient time for review and approval. If your application is awarded, these time estimates allow for submission of additional travel paperwork mandated by the university prior to your trip. To apply, please submit:

- Completed LRSCA Application
- Estimated Expenses Travel Worksheet, e.g. estimates for the registration fee, airfare, lodging, location-based per diem meals and incidentals, car rental (which must utilize CSU contracted companies), taxis, and other ground transportation
- If presenting, a copy of the accepted abstract for the conference
- If presenting, a copy of the official communication indicating acceptance into the conference

Applications without all necessary attachments and supporting documentation will not be considered.

The deadline is open and rolling until all funds are allocated. The funds will be divided between the Fall and Spring semesters, so all lecturers have an opportunity to apply.

All approved funding requests must be spent before the end of the fiscal year for which they are awarded.

If you receive an award, kindly work with your Department ASC to complete the required travel paperwork. For insurance purposes, all university business travel must be authorized before the travel commences. As university travel processes are subject to change at any time, please contact your ASC for the most updated information on reimbursement procedures, policies, and forms.

Before the Trip. Make an appointment with your Department ASC to assist to complete and submit the request via Concur for the following:

- Obtain approval from your Department Chair before making travel arrangements.
- Department Coordinator as your delegate to review (i.e. chartfield, documents, & etc.)
- Submit your Travel Request in Concur as early as possible.
- Use CSU-approved vendors whenever available.

Domestic Travel Checklist (45 Days)

- Chair approval email

- Travel cost estimate/breakdown
- Airfare estimate or screenshot
- Conference registration (if applicable)
- Agenda, invitation, or conference program
- Hotel/lodging information
- Parking information (if applicable)
- Rental car or ground transportation information (if applicable)

International Travel Checklist (75 Days)

- Memo to Provost Heather Lattimer showing exact travel dates and purpose of travel
- Chair or Faculty Approval Email
- Invitation Letter or Conference Information
- Conference Registration Confirmation
- Conference Agenda or Program
- Flight Quote or Airfare Estimate
- Hotel Quote (hotel name, location, contact information, and estimated cost)
- Ground Transportation Quote
- Travel Supplemental Information Form
- Per Diem Page
- International travel insurance will be provided by Risk Management.

Allowable Expenses

- Economy/coach airfare
- Lodging
- Meals & Incidentals (M&IE) per CSU per diem rates
- Meals & Incidentals ae given after a 24 hour stay with proof of lodging
- Conference registration fees
- Mileage, parking, tolls, and public transportation
- Rental cars when justified

Receipts and Documentation

- Keep itemized receipts for lodging, airfare, registration, rental cars, and ground transportation.
- Receipts must show what was purchased, amount paid, date, and payment method.

Meals & Incidentals (M&IE)

- CSU uses federal per diem rates.
- First and last travel days are reimbursed at 75% of the applicable per diem rate.
- If meals are provided by a conference or event, the per diem must be adjusted.

After Your Trip

- Submit your Expense Report within 60 days of incurring expenses.
- Include receipts and supporting documentation.
- Provide conference agenda/program and business purpose as needed.

Non-Reimbursable Expenses

- Personal entertainment
- Personal travel costs
- Traffic tickets and fines
- Personal clothing
- ATM fees
- Travel Insurance
- Air seat upgrades
- Expenses lacking proper documentation

The completed Request for Travel packet (combined into a single PDF document) must be submitted to the NSS Dean's Office at least 45 days prior to domestic travel and 75 days prior to international travel.

When purchasing or paying for out-of-pocket expenses, please note that all expenses must be in the applicant's name. Accounts Payable will **not** reimburse the applicant if the receipts are not in the applicant's name. Receipts not in your name will be disqualified and no reimbursement will be issued. Also, receipts that combine hotel and airfare (bundled packages) are ineligible for reimbursement as travel policy require charges to be separately itemized.

REIMBURSEMENTS WILL NOT BE ISSUED UNTIL THE TRAVEL EXPENSE REPORT AND RECEIPTS ARE SUBMITTED THROUGH CONCUR AFTER THE TRAVEL HAS CONCLUDED.