

**Arts and Sciences
College Research Activity Award (CRAA)**

Requests should be addressed to the Dean but submitted to the Associate Dean for Research office. All requests should be submitted via email at asresearch@uky.edu and Camille.harmon@uky.edu.

Name: _____

Department/Unit: _____

Fiscal Year (July 1- June 30): _____

Mark the award being requested and provide required information:

___ Foreign Travel Support (up to \$1,200)

- ___ Copy of the invitation
- ___ Statement of support from the department chair
- ___ Letter to the Dean stating purpose of trip, title of paper or presentation, and the value to your research program
- ___ Itemized budget
- ___ Budget Analyst: *Transfer Funds in Fiscal Yr: 20 - 20* signature: _____

___ MiniGrant for Equipment (up to \$2,000)

- ___ Statement of support from the department chair
- ___ Letter to the Dean requesting equipment and the value to your research program
- ___ Itemized budget
- ___ Budget Analyst: *Transfer Funds in Fiscal Yr: 20 - 20* signature: _____.

___ MiniGrant for other research related expenses (up to \$1,200)

- ___ Statement of support from the department chair
- ___ Letter to the Dean requesting support and the value to your research program
- ___ Itemized budget
- ___ Budget Analyst: *Transfer Funds in Fiscal Yr: 20 - 20* signature: _____.

___ page charges and submission fees

- ___ Statement of endorsement from the department chair
- ___ Letter to the Dean requesting support and the value to your research program
- ___ Budget Analyst: *Transfer Funds in Fiscal Yr: 20 - 20* signature: _____.
- ___ Itemized budget – provide a copy to department budget officer

___ Sabbatical Research Fund

- ___ Statement of support from the department chair
- ___ Letter to the Dean requesting support and the value to your research program
- ___ Itemized budget – provide a copy to department budget officer
- ___ Budget Analyst: *Transfer Funds in Fiscal Yr: 20 - 20* signature: _____

For Internal Use Only:

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|------------------------------|
| Date Received by ADR office: |
| Amount Requested: |
| Amount Approved: |
| Date: |