

MERIT REVIEW TRAVEL

1. **Purpose.** This Appendix outlines the steps required to obtain Rehabilitation Research and Development (RR&D) travel funding for Principal Investigators (PIs) of approved Merit Review awards.

2. **Policy.** The Director, RR&D, has established a limit of up to \$1,000 for PI travel for one trip per funded Merit Review project. This policy was adopted to meet RR&D's commitment to provide support for investigators to present their research findings, while maximizing available dollars to support Merit Review research. For RR&D funding of investigator travel, the PI must present data analysis results from the PI's currently funded Merit Review project. The PI must have a minimum of 6 months of research findings on this specific project before travel funds may be requested.

3. **Procedure.** The Department of Veterans Affairs (VA) medical center Administrative Officer (AO) for R&D must forward a written request via email or fax to the RR&D Budget Office. The request must include the following information:

- a. PI's name.
- b. Project identification number.
- c. Project start and end dates.
- d. Amount of travel funds requested.
- e. Location of trip.
- f. Purpose of trip, and justification of request, including a statement of the research results to be presented from current Merit Review project.

NOTE: *Only one trip may be requested per Merit Review award.*