

ORED Funding Opportunities Quick Grant and Travel Grant

To Enter a Request

1. Go to **onCampus**: <http://oncampus.msstate.edu> and login with your NetID and Net Password. Should you experience problems with your NetID, please contact the Help Desk at 325-0631 or visit www.its.msstate.edu/netpassword.
2. Select **Quick Grant or Travel Grant** under the **ORED Funding Opportunities** channel on your onCampus page.

Fill in form page 1

Office of Research and Economic Development
Quick Grant and Travel Funding Approval

NetID: **Name:** **Title:**

Request for
Academic Department:

University Level Center:

Funding Program Applying for
 Quick Grant Program (includes travel to visit sponsors.)
 Faculty Travel Program
For additional information, please review [Research Funding Programs](#)

Purpose:

Destination: (Not required for Quick Grant)

Dates of Travel: (MM/DD/YYYY) **To** (MM/DD/YYYY)

Please enter beginning and ending dates for your Quick Grant travel. If your Quick Grant is for purchasing or other research needs, please enter the estimated start date of when you will need the funds and an estimated ending date for completion.

Rationale For Request:
(Limited to 250 words)

You must click "Continue" button to complete this application.

3. Enter **Academic Department** or the **University Level Center** for the request.
4. Select the appropriate radio button to indicate the Funding Program
5. Enter the **Purpose** of your travel.
6. Enter the **Destination**. The destination is not required for Quick Grant.
7. Enter the **Dates** of travel. The date should be entered in MM/DD/YYYY format. Travel dates are not required for Quick Grant.
8. Enter **Rationale** for the request (Limited to 250 words).
9. Select the **Continue** button to proceed to the next page to fill in the detail information.

Fill in form page 2

Amount of funding requested:

Hotel \$

Registration \$

Rental Car \$

Airfare \$

Other \$ Please Specify

Total \$

Amount of funding to be provided by:

Department \$

Dean's Office \$

Univ Level Center \$ Center

ORED \$

Other \$ Please Specify

Total \$

Approval Routing:

Department Head:

Dean:

Center Director:

12. **Amount of Funding requested:**

All the amount fields labeled with \$ should be entered with a numeric value only. If the Other amount field is filled in, the Please Specify field should also be filled in.

13. **Amount funding to be provided by:**

- If the Univ Level Center amount field is filled in, a Center name should also be selected from the drop down list.
- If the Other amount field is filled in, the Please Specify field should also be filled in with the funding source.
- The total in this section must match the total amount of funding requested.

14. **Approval Routing:**

- In this section, if the University Level Center amount is blank, then the Center Director should be blank. If University Level Center amount is filled in, then Center Director should be selected from the drop down list.

15. Select the **Submit** button to submit the form. After you submit the form, you should see a confirmation message like this:

Your funding request has been routed to ORED. Your request number is: #.
Please write down your request number for reference and tracking.