

## Washington D.C. Research Development Travel Application

The Office of the Vice President for Research & Economic Development (OVPRED) coordinates a monthly trip to Washington D.C. in an effort to meet with Federal Program Officers and other individuals representing potential research funding agencies in and around the D.C. area. Travel usually takes place on the third Tuesday of every month but may be changed due to conflicts with the University Calendar or other conflicts. The flight may also be cancelled or delayed at any time due to safety reasons, insufficient passenger load, or due cause.

Effort will be made to accommodate applicants travel month of choice but the selection of passengers is at the discretion of the OVPRED. The aircraft typically used for this program is capable of providing accommodations for eight passenger, one of whom will always be a member of the OVPRED, or a designated representative.

Typically, the aircraft leaves from the Tuscaloosa Regional Airport by 7:00 am, Central (passengers must be present for check-in no later than 6:30 am, Central). The return flight usually departs a Washington, D.C. area airport no later than 5:00 pm Eastern (passengers must be present for check-in no later than 4:30 pm, Eastern). Failure to meet at the appointed times may result in a passenger being left. It is also possible, although unlikely, that due unforeseen circumstances or Federal Aviation Administration regulations (e.g., the pilots may not be able to extend their workday) that the crew and passengers must remain in Washington, D.C. area overnight.

### Some important information:

- Travelers must be employees of The University of Alabama.
- Typically, a traveler is able to schedule two or three meetings per trip. However, one must consider the distance between facilities and associated travel requirements when scheduling. Usually one meeting can be scheduled around 11:30 and two others after noon. In order to make it back to the airport in time it is recommended that no meeting be scheduled after 3:00 pm.
- These flights do not involve commercial airlines, and therefore are not ADA compliant. However, we will seek to make appropriate accommodations with prior notice.
- Beginning sometime in 2016 the Department of Homeland Security will implement its enforcement phase of the REAL ID Act of 2005. When this phase is enforced those visiting Federal facilities maybe required to submit a fully REAL ID act compliant driver's license or identification card. The Alabama STAR ID program or a U.S. Passport meet these requirements.
- Most all of the federal facilities and some of the non-federal facilities have other requirements for gaining entry. For example, some require a minimum of a thirty day notice of a request for a visit and a formal application process. It is the applicant's responsibility to know and follow these requirements. Additionally, there are some Federal facilities that deny access to certain foreign nationals. The Project Officers will know all of the access regulations and requirements.

Please complete the form below. Some of the personal information (e.g., weight) is required by the Aircraft Operator. **Please have your Associate Dean for Research submit your application electronically to [jhigginb@ua.edu](mailto:jhigginb@ua.edu).**

If you have any questions please feel free to discuss them with your Associate Dean for Research or Dr. John C. Higginbotham, Associate Vice President for Research at [jhigginb@ua.edu](mailto:jhigginb@ua.edu) or 348.0025.

APPLICANT INFORMATION											
Last Name					First			M.I.			
College / School					Department / Center						
Associate Dean for Research											
Campus Address							Driver's License # and State				
Cell Phone					E-mail Address						
Month of Travel	1 <sup>st</sup> Choice				2 <sup>nd</sup> Choice				3 <sup>rd</sup> Choice		
Willing to go standby?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Weight					Birthdate			
ANTICIPATED CONTACTS											

Agency #1		Have you communicated with this Agency already?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address				
Agency #2		Have you communicated with this Agency already?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address				
Agency #3		Have you communicated with this Agency already?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address				

**BRIEF DRESCRIPTION OF AREAS OF RESEARCH TO BE DEVELOPED**

*List no more than three Research Areas.*

First Area	
Second Area	
Third Area	