

CREATE Steps

APPLY

Reach out to mentor(s) to make plans and request letter of support

Apply for CREATE through InfoReady by due date

Receive chair and dean approval through InfoReady by due date

TRAVEL

If selected as a recipient, work with admin to book travel and spend funds

Pay for all expenses with fund category **200** and fund **830001**

Complete planned activities; connect with mentor(s)

REPORT

Complete Concur report(s) with **200/830001** funds; include **(CREATE)** in report titles

Wait until Concur report is fully approved and paid by the department

Within 4 weeks of travel, submit Reimbursement Report through InfoReady

DEPARTMENTAL REIMBURSEMENT

Department will be reimbursed within 10 business days of submission of all materials

FINAL REPORT

Submit Final Report detailing outcomes (including publications) within 12 months