

June 19, 2025

2025  
EXECUTIVE COMMITTEE

As Chair of the Region V Travel Awards Committee, I am pleased to present this opportunity for you to submit nomination(s) for the Region V Quinten S. Mathews Travel Award. The award provides complimentary registration and up to \$2,000 to each recipient to offset travel expenses to attend the Region V Fall Meeting. The 2025 Region V Fall Meeting is scheduled for October 19-22 in San Marcos, Texas.

The Awards Committee will select up to 2 individuals to receive the award based upon the quantity and quality of nominations received.

Nomination packets are due no later than 5 p.m. CDT, on Tuesday, August 5<sup>th</sup>.

The eligibility criteria for the Quinten S. Mathews Regional Travel Award are:

- Nominees must currently work as a research administrator at an institution located in the Region V geographical area (Oklahoma and Texas).
- Nominees should be new to research administration and have been in his/her position less than three years from time of award.
- Nominees must have never attended an NCURA National or Regional Meeting or Conference. Participation in NCURA training courses and workshops (e.g. Fundamentals of Sponsored Projects Administration Workshop) or NCURA web seminars does not preclude eligibility.
- Nominees are NOT required to be members of NCURA at the time of the nomination.
- Nominees must provide:
  - Written statement on how the award will benefit the nominee and their home institution, and
  - At least one letter of support from their home institution. The nominee statement and/or the institutional support letter(s) must confirm that: (1) the applicant has secured their manager's or supervisor's approval to attend the meeting, and (2) the nominee or the nominee's home institution will cover the balance if the cost of attendance exceeds the amount of the award. Reimbursable travel costs are based on the awardees home institution travel policies and procedures.

The selection will be based on perceived need and benefits to the nominee and their home institution. Self-nominations will be accepted. Information about the Region V meeting in San Marcos can be found at:

<https://www.ncuraregionv.com/fall-2025-meeting/>

The Quinten S. Mathews Regional Travel Award Nomination Form can be found at: [2025 NCURA Region V Quinten S. Mathews Travel Award](#)

Please do not hesitate to contact me should you have questions at [ncuraregionv@gmail.com](mailto:ncuraregionv@gmail.com).

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Immediate Past Chair, Travel Award Committee Chair  
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