MEMBERS OF THE ACADEMIC SENATE

RE: Faculty Research Travel Grant Applications for Travel to Professional Meetings

Important Notes:

- ***All departments will be required to supply account numbers that will accept 07427 funding for <u>new</u> grants awarded during the 2017-2018 academic year.***

- ***The application process for the faculty research travel grant has changed. Please see the new instructions under APPLICATION PROCEDURES.***

The Academic Senate Committee on Research is now accepting applications from members of the Academic Senate for expenses for participation in research meetings to be undertaken between July 1, 2017, and June 30, 2018.

- The purpose of these grants is to support travel to meetings for which funding is not available from an external source.
- Applications accepted until May 31, 2018 for travel through June 30, 2018.
- Up to $800 can be reimbursed for any one meeting, domestic or international, although in no case can the award exceed the cost of travel and other allowable expenses incurred in connection with the meeting. For allowable expenses please refer to http://manuals.ucdavis.edu/ppm/300/300-10.pdf.

1) Applications will be considered for a maximum of one travel award per fiscal year. Applications must be submitted <u>at least</u> two weeks prior to the meeting. **Applications submitted after the meeting or not submitted <u>at least</u> two weeks before the departure date will not be accepted under any circumstances.**

2) Funding will be awarded only for a faculty member's personal presentation of his/her original work (for example, presenting paper, poster, or other creative work).

3) Applications will receive a lower priority if work is to be presented to a regional audience rather than an international or national audience. Exceptions to the above policy will be made only in rare instances where there are extenuating circumstances. Exceptions will be made at the discretion of the Committee on Research.

Eligibility: All members of the Academic Senate. (Please refer to Standing Order of the Regents 105.1 for information on Academic Senate membership.) **Faculty on leave without pay are not eligible and Emeriti will receive lower priority during the review of applications.**

APPLICATION PROCEDURES
1) To complete the online Application for the Research Travel Grant in the Academic Senate Information System (ASIS), login to ASIS at https://asis.ucdavis.edu.
2) Click the *Proceed* button and login with your Kerberos login and passphrase. Once logged in, click on the *Research Grants* tab in the gold bar at the top of the screen.
3) Click on *Apply Now* under Research Travel Grants.
4) The following **Personal Information** will be pre-populated on the application form: Name, Department, Title, and Email. Please make sure that the information is correct.
5) Fill out the Department Information and Travel Information using the open text boxes and drop-down menus.
6) Enter a *Travel Explanation* in the space provided if necessary. Please note that there is a 300 character maximum, including spaces. Please also note that the system will time out after 120 minutes, so you may wish to consider copying and pasting from another document.
7) Please verify that all the information on the application is correct.

8) Click the *Submit* button to send your application.
9) You will receive a confirmation message on screen and an email once your application is successfully submitted.

REIMBURSEMENT: All Academic Senate travel awards will receive travel grant funding through a transfer of funds through the Current Budget document in Kuali as follows:

1. Departments will be asked to provide an account number as part of the travel grant award notification process. The account provided needs to accept **07427** funding.
2. The travel grant will be transferred to the account, SUB 5, before the departure date.
3. Travel expenses must be charged to the same account as the travel grant funding is transferred.

The Committee on Research requires a post travel audit within 60 days after return to assure that the funds are expended for the intended purpose. Therefore, Academic Senate Office staff will conduct the post travel audit to ensure funds were expended for the conference awarded, research was presented and that funds were used for allowable expenses per University policy.

The funds must be expended within 60 days of the return date or the funds will be transferred (by Academic Senate staff) back to the travel grant account for award to another faculty member (after the departmental MSO is notified of the 60-day expiration and intended reversal). All travel grant fund transfers must take place before the departure date of the travel. Travel grants will not be awarded or funded after travel has occurred.

Save a copy of the e-mail confirmation you will receive shortly after submitting the online form. If you do not receive this e-mail, your application has not been successfully submitted, or the e-mail address entered on the form is incorrect.

The applicant and the CAO/MSO will receive notification of the award by e-mail. This e-mail will also contain instructions for processing the travel reimbursement. Please contact Theresa Costa, Academic Senate Office with any questions, at (530) 752-3917 or tacosta@ucdavis.edu.

Diana Davis
Chair of the Committee on Research