

## MEMBERS OF THE ACADEMIC SENATE

RE: 2021-2022 Call for Faculty Research Travel Grant Applications

**DEADLINE: 5:00 PM Tuesday, May 31, 2022**

**REQUEST FOR APPLICATIONS:** The Academic Senate Committee on Research (COR) is now accepting applications from members of the Academic Senate for expenses for participation in research meetings to be undertaken between July 1, 2021, and June 30, 2022.

- 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, 2022 for travel through June 30, 2022.
- 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 <https://ucdavispolicy.elucid.com/manuals/binder/59>
- Funding will be awarded only for a faculty member's personal presentation of their original work (for example, presenting paper, poster, or other creative work)

**Eligibility:** All members of the Academic Senate are eligible to apply (Please refer to [Standing Order of the Regents 105.1](#) for information on Academic Senate membership.)

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

**APPLICATION PROCEDURES:** Applications must be submitted by **5:00 PM Tuesday, May 31, 2022**

Complete the following steps to apply online for the Research Travel Grant in the Academic Senate Information System (ASIS),

1. Login to ASIS at <https://asis.ucdavis.edu/grants/index.cfm> with your Kerberos login and passphrase. Click on "Apply for Travel Grant".
2. The following information will be pre-populated on the application form: Submission year, Name, Title, and Department. Please check to make sure the information is correct.
3. Fill out the Travel Information using the open text boxes and drop-down menus.
4. Enter a Travel Explanation in the space provided. Please note that there is a 5000 character maximum.
5. Verify that all the information on the application is correct.
6. Click the "Submit Application" button to send your application.

**Award Notification:** You will receive an email once your application is successfully submitted and can see the status of your application at <https://asis.ucdavis.edu/grants/index.cfm>

All Academic Senate travel awards will receive travel grant funding through a transfer of funds 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 before the departure date.
3. Travel expenses must be charged to the same account as the travel grant funding is transferred.

The applicant and the account manager will receive notification of the award by email. The email to the account manager will contain instructions for processing the travel reimbursement.

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 account manager 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.**

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.

Please contact Debbie Stacionis in the Academic Senate Office with any questions at [dstacionis@ucdavis.edu](mailto:dstacionis@ucdavis.edu).

Cynthia Schumann  
Chair of the Committee on Research