

UC DAVIS ACADEMIC FEDERATION  
COMMITTEE ON RESEARCH

October 16, 2009

MEMBERS OF THE ACADEMIC FEDERATION  
DEANS, DIRECTORS, DEPARTMENT CHAIRS, and ADMINISTRATIVE OFFICERS

RE: Academic Federation Research Travel Grants

The Academic Federation Committee on Research is now accepting applications from members of the Academic Federation for partial costs to attend professional meetings to be undertaken between January 1, 2010, and June 30, 2010. Awards will consist of an \$800 travel award for domestic or international travel, although in no case can the award exceed the cost of travel and other allowable expenses incurred in connection with the meeting.

DEADLINE

Complete applications for qualified travel between January 1, 2010 and June 30, 2010, are due by 5:00 p.m. Friday, November 13, 2009. All applications must be complete with the electronic signature of the department chair. If signatures are not obtained by the deadline, the application will not be considered for review.

PURPOSE

The Academic Federation travel grant awards are intended to support the research of qualified Academic Federation members. Specifically, the awards enable AF researchers to present research results at high visibility conferences and meetings. Because the grant program is funded through indirect costs, the goal of the program is to support research that would generate extramural funding, thereby increasing indirect funds.

ELIGIBILITY CRITERIA

All Academic Federation members are eligible. Priority will be given to those with Principal Investigator (PI) Status. The following AF title series have automatic PI status: Adjunct Professor, Agronomist (--- in the AES), Professional Research and Specialist in Cooperative Extension.

*Academic Federation members who have previously obtained Principal Investigator Status by Exception from the Office of Research are also eligible for this award, provided that the PI status by exception was awarded to apply for grant funds other than this travel grant.*

Please refer to the [UCD Policy and Procedure Manual Section 230-02](#) for information regarding Principal Investigator Status. See also the [Academic Federation By-Laws](#) for membership eligibility.

Academic Federation members who are on leave without pay are NOT eligible unless approved by the Office of Research. In the case of "on leave without pay," please include with the application a copy of the letter requesting exception addressed to Barry Klein, Vice Chancellor – Research.

Funding will be awarded ONLY for travel to meetings for personal presentation of original research work of one's own scholarship. Applications must be submitted by the deadline listed. Incomplete or late applications will not be considered. Applications submitted for completed travel will not be accepted.

#### APPLICATION PROCEDURE

- \* Submission: Complete the [Application for Research Travel Expense](#) ([http://academicsenate.ucdavis.edu/tg\\_form.cfm](http://academicsenate.ucdavis.edu/tg_form.cfm)). Please note the link for specific instructions for Academic Federation applicants. It is important that you complete ALL required fields. (Note that the Academic Senate Committee on Research uses the same form for their travel grants.)
- \* Applications with the electronic signature of the department chair must be received by the deadline indicated above. It is the responsibility of the applicant to make sure that your department chair has electronically approved your application by the due date.
- \* An application may be submitted pending acceptance of your talk/paper/poster. Paper applications will not be accepted unless approved in advance by the Committee.
- \* Please do not enter SSN on the application form. Please enter Employee ID instead.

REIMBURSEMENT: All Academic Federation travel awards will receive travel grant funding through a transfer of funds through the Current Budget document in DaFIS 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 19920 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.

#### AWARD SELECTION CRITERIA

The Academic Federation Committee on Research will evaluate proposals, and recipients of Travel Awards will be notified via e-mail by mid-December. When requests for funds exceed the amount available, the committee will use the following criteria to rank proposals:

1. Highest priority will be given to applications from junior members of the Academic Federation.
2. Higher priority will be given to applicants that have not received travel support within the last year.
3. Higher priority will be given for travel awards to present work at conferences that have a national or international, rather than a regional, audience.
4. Applications to attend conferences with restricted participation and/or lack of published proceedings will receive lower priority.

Please refer to [UCD Policy and Procedure Manual Chapter 300](#) for policies and procedures regarding research travel. Further questions should be directed to Kimberly Pulliam at [kapulliam@ucdavis.edu](mailto:kapulliam@ucdavis.edu), (530) 752-4918.

Martina McGloughlin, Chair  
Academic Federation Committee on Research