

MEMBERS OF THE ACADEMIC FEDERATION

RE: Academic Federation Research Travel Grant Applications for Travel to Professional Meetings: July 1, 2017 - December 31, 2017 funding cycle.

IMPORTANT NOTES AND CHANGES:

- The 19920 funding source for Academic Federation Committee on Research (COR) grants has been changed to 07427 (opportunity funds) effective July 1, 2012. This change is in response to consolidation of general fund and Indirect Cost Return (ICR) fund numbers centrally on campus.
- ***All departments will be required to supply account numbers that will accept 07427 funding for new grants awarded during the 2017-2018 academic year.***
- ***The application process for the research travel grant has changed. Please see the instructions under APPLICATION PROCEDURES.***
- Travel awards and reimbursements will adhere to the guidelines presented in the UCD PPM 300-10 at <http://manuals.ucdavis.edu/PPM/300/300-10.pdf> and in the University of California - Policy G-28 at <http://policy.ucop.edu/doc/3420365/BFB-G-28>.

PURPOSE

The Academic Federation travel grant awards are intended to support members of the Academic Federation to defray the costs of attending national and international professional meetings. Specifically, the awards will support qualified Academic Federation members to present their research at conferences and professional meetings with high visibility. Awards will not exceed \$500 for domestic travel and \$800 for international travel. **Applications must be received by Friday June 9, 2017.**

Award recipients will be chosen from applications that meet the criteria below and are received by June 9, 2017.

Funding will be awarded ONLY for travel to **domestic or international** professional meetings for **oral or poster presentation** by the applicant of **original research where the applicant is a major contributor**. Only one award per presentation will be given. Incomplete or late applications will not be considered. It is the responsibility of the applicant to ensure that their application is complete, including ensuring that their department chair submits approval of the travel.

To accommodate travel to conferences that occur late in each funding cycle, AF members may apply for grants to cover travel for posters or presentations that are not yet submitted or not yet accepted. Evidence of acceptance may be requested and required 30 days prior to the travel date; non-verified travel awards will be withdrawn and offered to other AF members.

ELIGIBILITY CRITERIA

- Academic Federation members within all payroll titles are eligible for one award per fiscal year. However, members who are on leave without pay or less than 50% are NOT eligible.
- Academic Federation members that received a travel grant award for the January 2017 through June 2017 travel period are not eligible for the July 2017 through December 2017 travel period.

APPLICATION PROCEDURES

- 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>.
- Click the *Proceed* button and login with your Kerberos login and passphrase. Once logged in, click on the *Research Grants* tab in the dark blue bar at the top of the screen.
- Click on the *Travel Grant* tab.
- Click on *Apply Now* under Research Travel Grants.
- 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.
- Fill out the Department Information and Travel Information using the open text boxes and drop-down menus.
- 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.
- Please verify that all the information on the application is correct.
- Click the *Submit* button to send your application.
- You will receive a confirmation message on screen and an email once your application is successfully submitted.

REIMBURSEMENT PROCEDURES

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

Departmental reimbursement and post travel auditing requirements are detailed in the electronic award notification letter.

If you have further questions or need additional information about travel grant awards, please contact Bryan Rodman at (530) 752-3920 or via email at: bdrodman@ucdavis.edu .

Christine Wu Nordahl, Chair
Academic Federation Committee on Research