

UC DAVIS: ACADEMIC FEDERATION

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MEMBERS OF THE ACADEMIC FEDERATION

RE: Academic Federation Research Travel Grant Applications for Travel to Professional Meetings: July 1, 2019 – December 31, 2019 funding cycle.

IMPORTANT NOTES AND CHANGES:

- All departments will be required to supply account numbers that will accept 07427 funding for grants awarded during the 2019-2020 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 <https://ucdavispolicy.ellucid.com/documents/view/339> and in the University of California - Policy G-28 at <https://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. Priority will be given to applications from junior ranks and for international/national over regional conferences. Awards will not exceed \$800 for travel. **Applications must be received by Friday, June 7, 2019.**

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.

To accommodate travel to conferences that occur late in each funding cycle, AF members are advised to apply for grants to cover travel for posters or presentations that are not yet submitted or not yet accepted. Evidence of acceptance will be required at minimum 30 days prior to the travel date; non-verified travel awards will be withdrawn and offered to other AF members.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 are **NOT** eligible.
- Academic Federation members that received a travel grant award for the January 2019 through June 2019 travel period are **not** eligible for the July 2019 through December 2019 travel period.

APPLICATION PROCEDURES

- Login to the Academic Senate Information System (ASIS) at <https://asis.ucdavis.edu/grants/index.cfm>.
- Click on the *Proceed* button and login with your Kerberos login and passphrase.
- Click on *Apply for Travel Grant* under **Travel** label.
- 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.
- Complete the form by filling in all data entry fields and clicking on the appropriate radio button indicators.
- Click the *Submit* button to send your application.
- 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>.
- After submitting your application, the system will automatically request an electronic approval (via email) from your Department Chair. Please ensure your Department Chair submits their approval within 5 business days.
- Applicants will be notified electronically whether they have been awarded funds. Feedback on grant proposals will not be provided. Please contact AFCOR Analyst, Felicia Murdoch with any questions at (530) 752-3920 or via email at fnmurdoch@ucdavis.edu.

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 Office 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 Felicia Murdoch at (530) 752-3920 or via email at: fnmurdoch@ucdavis.edu.

Christophe Morisseau, Chair
Academic Federation Committee on Research