

## MEMBERS OF THE ACADEMIC FEDERATION

RE: Academic Federation Research Travel Grant Applications for Travel to Professional Meetings: July 1, 2024 – December 31, 2024, funding cycle.

### **PURPOSE**

The Academic Federation travel grant awards are intended to support members of the Academic Federation to defray the costs of participation in 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. **Applications must be received by Thursday, June 6, 2024. Incomplete or late applications will not be considered.**

Funding will be awarded for registration fees or travel to **domestic or international** professional meetings for **oral or poster presentation** by the applicant of **original research which the applicant is a major contributor**. Only one award per presentation will be given. Applications for virtual conferences will be considered. If attending a virtual conference, and the cost of registration is known, please indicate the cost in the application.

To accommodate travel to conferences that occur late in each funding cycle, AF members are advised to apply for grants to cover travel for poster or oral 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Evidence of acceptance will be required at minimum 30 days prior to the travel date; non-verified travel awards will be withdrawn and offered to other AF members.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.

### **APPLICATION PROCEDURES**

- Login to the Academic Senate Information System (ASIS) at <https://asis.ucdavis.edu/grants/index.cfm>.
- Click on the *Login* 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.

## UC DAVIS: ACADEMIC FEDERATION

- Applicants will be notified electronically whether they have been awarded funds. Feedback on grant proposals will not be provided. Please contact AFCOR Analyst, Melisa Contreras with any questions at (530) 752-4791 or via email at [melcontreras@ucdavis.edu](mailto:melcontreras@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.

### **IMPORTANT NOTES:**

- All departments will be required to supply an Aggie Enterprise PPM Task number (with fund source 13U00 and activity value 202055) and the full Chart of Accounts string for the travel grant funding.
- 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>.
- Any unused funds must be returned to the Academic Federation.

If you have further questions or need additional information about travel grant awards, please contact Melisa Contreras at (530) 752-4791 or via email at: [melcontreras@ucdavis.edu](mailto:melcontreras@ucdavis.edu).

Emir Hodzic, Chair  
Academic Federation Committee on Research