UCSB Academic Senate
Council on Research and Instructional Resources

STATEMENT OF POLICY

FACULTY TRAVEL GRANTS FOR CONFERENCE PRESENTATION OF RESEARCH RESULTS

The Council on Research and Instructional Resources (CRIR) provides travel grants under the UCOP General University Policy Regarding Academic Appointees, APM-190, Appendix D, dated May 13, 1996 (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-190-d.pdf) and the following policy statement.

Purpose of Travel Grants

A. Faculty DOMESTIC and INTERNATIONAL Travel Grants support travel to organized national and international conferences for the purpose of presenting and discussing novel research results or creative work. This program does not fund travel for invited lectures, nor meetings or local conferences organized around an invited lecture. (An invited lecture has a much more limited audience than a national or international congress and primarily benefits the students and faculty of a single institution). Grants may be made for travel to present works of art or to present other forms of creative expression, but only for the initial presentation of such creative endeavor. Travel to conferences related to non-presenter roles, e.g. conference or session chair, panelist, convener, moderator, discussant, etc., will be funded only in exceptional circumstances, where such appearance is demonstrably important to the campus research program, involves high scholarly significance, and is scheduled for a major national or international forum.

B. These funds are not to be used for speaking events that benefit a local audience. Faculty members presenting seminars and guest lectures or a lecture series at other institutions or campuses should be supported by the campus or institution inviting the service.

Eligibility for Grants

A. Persons on Active Duty
Any member of the SB Division of the Academic Senate, including emeriti who are active in the UCSB research community, may apply. Emeriti who have been given appointments at other institutions are not eligible for CRIR funding. Acting Assistant Professor’s applications must be accompanied by a letter from the department chair indicating the expected timing of transfer to ladder status.

B. Faculty on Leave
Individuals on sabbatical or other UC-paid leave may apply. Faculty who are on leave to be in residence at another institution are not eligible to use UCSB CRIR funds.
Application Procedures

A. Deadline
Applications must be submitted at least 21 days in advance of travel (or start of virtual event). No exceptions will be made. Dates of travel must be in accordance with the award.

B. Application
Academic Senate members can apply via the Senate website: https://senate.ucsb.edu/. A UCSB user ID and password is required to log in.

Reimbursement Procedures

A. Evidence of Conference Participation
Faculty are required to provide evidence of their research presentation at a conference before reimbursement will be made. A copy of the conference schedule that lists the faculty member’s presentation is to be included with all faculty members’ travel voucher forms, and all request for advance forms.

B. Travel Advances
Advances may be requested by the applicant’s department but the request must follow travel accounting policies. The advance request must be signed by the appropriate departmental approver before it will be signed by the Academic Senate. Advances that are not cleared within the required time period due to lack of proper receipts or documentation will be charged as costs to the applicant’s department.

C. Receipts and Vouchers
The applicant is responsible for timely submission of all travel vouchers covered by the award and appropriate coordination with their department. Copies of vouchers, with receipts and backup attached, must be sent first to the Academic Senate for approval; pending approval, the vouchers will be forwarded to Business & Financial Services for payment after approval. Receipts and expenditures must be in accordance with university policy and documentation must meet the standards required to pass a financial audit. Travel vouchers that do not attach both appropriate receipts and evidence of participation will not be accepted by the Academic Senate.

Award Terms

A. Award Frequency
Faculty travel grants for conference presentations are limited to one domestic trip or two virtual trips per fiscal year. Every other year funding for an overseas trip may be requested in lieu of domestic travel. The domestic award category includes Canada and Mexico, in addition to U.S. travel.

B. Award Expiration
If an applicant is unable to use funds or does not submit a voucher appropriate for reimbursement within 45 days, the funds will be released for use by other applicants. Travel grants are not transferable to other dates or locations, and are not carried forward for later use.

C. Post Audits
Travel expenditures that are charged against a Senate account and are not made according to
this policy are subject to reimbursement by the grantee.

D. Allowable Expenditures
   Any portion of an award not expended for airfare/ground transportation and/or conference registration fees may be applied toward reimbursement of actual hotel or meal costs that are:

1) Documented by original receipts, and not included in the conference registration. Travel vouchers and all receipts for transportation and hotel costs must be submitted to the Academic Senate office within 21 days of completion of the trip or virtual event.

2) Faculty travel grants may be used to pay membership fees for the professional organization(s) hosting the conference in addition to direct travel costs.

E. Award Amount
   The amount of a travel award is based upon destination, with limitations as follows:

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<th>Virtual Conferences</th>
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<td>Up to 2 per fiscal year total</td>
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<table>
<thead>
<tr>
<th>Domestic</th>
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<tbody>
<tr>
<td>California</td>
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<td>All other U.S. locations, Mexico, Canada</td>
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<th>Overseas</th>
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<td>Puerto Rico, Europe</td>
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<td>Central or South America</td>
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<td>Asia, Africa, Middle East, South Pacific</td>
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