MEMBERS OF THE ACADEMIC SENATE

RE: 2024-2025 Call for Faculty Research Travel Grant Applications

<u>DEADLINE</u>: Friday, May 30, 2025

REQUEST FOR APPLICATIONS: The Academic Senate Committee on Research (COR) is now accepting applications from members of the Academic Senate for expenses for participation in research meetings to be undertaken between July 1, 2024, and June 30, 2025.

- The purpose of these grants is to support Academic Senate faculty travel to meetings or virtual conference attendance for which funding is not available from an external source.
- Applications accepted until May 30, 2025 or until funds are exhausted for travel through June 30, 2025.
- Up to $1000 can be reimbursed for any **one meeting**, domestic or international. For allowable expenses please refer to https://ucdavispolicy.ellucid.com/manuals/binder/59
- Only the faculty member who submitted the application may use funds for travel or virtual conference attendance. Funds may not be used for students, staff, colleagues, etc.
- Travel and/or meeting attendance employing sustainable practices are highly encouraged. For meetings requiring in person attendance, please consider campus sustainability goals.

ELIGIBILITY: All members of the Academic Senate are eligible to apply. Please refer to Standing Order of the Regents 105.1 for information on Academic Senate membership.

Applications will be considered for a maximum of one travel award per fiscal year. Applications must be submitted **at least two weeks prior to the meeting**. **Travel grants will not be awarded or funded after travel or conference attendance has occurred.**

APPLICATION PROCEDURES: Applications must be submitted by **Friday, May 30, 2025**
Complete the following steps to apply online for the Research Travel Grant in the Academic Senate Information System (ASIS),
1. Login to ASIS at https://asis.ucdavis.edu/grants/index.cfm with your Kerberos login and passphrase. Click on "Apply for Travel Grant".
2. The following information will be pre-populated on the application form: Submission year, Name, Title, and Department. Please check to make sure the information is correct.
3. Fill out the Travel Information using the open text boxes and drop-down menus.
4. Enter a Travel Explanation in the space provided. Include justification for why travel is necessary considering campus sustainability goals. Please note that there is a 5000 character maximum.
5. Verify that all the information on the application is correct.
6. Click the "Submit Application" button to send your application.

AWARD NOTIFICATION: 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.

The applicant and the account manager will receive notification of the award by email. The email to the account manager will contain instructions for receiving the travel grant funds. Funds must be expended within 60 days of the return date. Academic Senate Office staff will conduct a post travel audit within 60 days to ensure funds were expended for the conference awarded, research was presented, and that funds were used for allowable expenses per University policy.

All Academic Senate travel awards will receive travel grant funding through a transfer of funds as follows:

1. All departments will be required to supply a chart of account string and PPM task number that will accept 13U00 funding with activity 202019.
2. The travel grant funds will be transferred to the account before the departure date.
3. Travel expenses must be charged to the same account as the travel grant funding is transferred to.

Please contact Liz Lopez, Academic Senate Analyst, with any questions at lizlop@ucdavis.edu.

Paul D. Hastings
Chair, Committee on Research