

**UNIVERSITY FACULTY TRAVEL GRANT
POLICY, PROCEDURES, CRITERIA, AND TIMELINE**



Attending scholarly meetings, conferences, workshops, symposia, and (regional, national or international) meetings

POLICY

1. Presentation

Grant will be limited to no more than 75% of the cost of (1) airfare, (2) per diem based on gsa.gov rate, and (3) registration fees, not to exceed \$2,100 per faculty member within one fiscal year (October 1 to September 30).

2. Attendance

Grant will be limited to no more than 50% of the cost of (1) airfare, (2) per diem at prevailing University rate, and (3) registration fees, not to exceed \$1,050 per faculty member within one fiscal year. To share the benefits of conference travel, faculty members in this category are required, within 60 calendar days of their return from travel, to make a symposium presentation announced to the university community.

3. Faculty Union Agreement

Relevant sections of the BOR / Faculty Union Agreement, Article IX of the Personnel Rules and Regulations Faculty/Administrators, and Article VI, Section A.5 of the Administrative Manual will apply.

4. Submitting Application

Faculty members who submit applications under both II.A and II.B above may receive grants not to exceed **\$2,100** in a single academic year.

5. Eligibility

Faculty who are tenured or employed in tenure-track positions at the University of Guam, and who are not on authorized leave (except for faculty on sabbatical leave, and who have at least one year remaining on their current contract with the University of Guam are eligible for Faculty Travel funds).

PROCEDURES

Faculty members interested in seeking travel support are asked to forward the Travel Grant Application Form to the Human Resources Office, via the Dean (or the Director) in accordance with the time lines in Guidelines V.B.

Exception to the time line can be made by the Senior Vice President for Academic and Student Affairs, when tardiness is deemed beyond the control of the applicant.

Attach the following items to the Travel Grant Application Form:

- a. Information regarding the conference and its format. A conference announcement or brochure, including agenda or program (if available) will suffice here.

- b. Anticipated budget. On the travel authorization form, provide cost of economy airfare, per diem and registration fee. If applying to other sources for funding support, indicate break down of funding allocated from each source to item expenditure.
- c. Supporting statements. A statement from the applicant shall be included indicating the relevance of the participation in or attendance at the scholarly meeting to the mission of the University. Additional statements from the Division Chair and from the Dean (or Director) shall be included indicating the significance of the travel to the division, the discipline and the applicant's professional development.
- d. Financial/In kind Commitments from Other Sources. The University encourages and will not penalize (i.e., decrease funding level of Travel Grant) applicants who receive funding from other sources; include a description of other applications, their deadlines and expected decision dates; UOG Faculty Travel Grant application may be amended, if other support is not approved; however, it shall not provide duplicate funds for airfare, per diem, and registration fee.

The following additional items will accompany the Travel Grant Application Form for those who plan to make formal presentation:

- e. Documentation of Proposal Submission, Invitation or Acceptance. Copies of initial correspondence with the inviting or accepting parties, with clear indication whether funds are to be provided. For proposal submissions not yet accepted, grants may be provisionally approved, but funding will be contingent upon documented acceptance.
- f. Information as to the Particular Role in the Scholarly Meeting. Nature of the particular contribution, its length, the session(s) and the significance of the presentation/exhibition to the meeting and to the applicant's program.
- g. Documentation of Presentation. The abstract, paper or other comparable information.

Upon approval by the Senior Vice President for Academic and Student Affairs, the applicant will be requested to complete and sign the regular Travel Request and Authorization form (TA).

A comprehensive Travel Report appended to the complete Travel Clearance form must be submitted to the Travel Coordinator within two weeks after completion of the trip. The report will include: (1) all applicable receipts if supplemental funds are being requested not to exceed the ceiling); (2) documentation of sources and amounts of supplemental funds received; and (3) a copy of the applicant's conference/symposium presentation announcement. Copies of the trip report will be transmitted to the Dean (or the Director), and Senior Vice President for Academic and Student Affairs. Travel Grant recipients who fail to comply with any portion of these guidelines will be ineligible to receive additional travel grants.

Exceptions to these procedural guidelines (Section IV) may be made by the Senior Vice President for Academic and Student Affairs, in extenuating circumstances.

CRITERIA

- 1) Presentations that directly relate to the University mission and Strategic Initiatives.
- 2) Presentations that do not directly relate to the University mission but do directly relate to a sustained research interest that is intended to result in a refereed publication.

Priorities of Award of Travel Grants

In accordance with provisions of the *University RRPM*, Article V, Section M, para.1-6, and the *Faculty Senate Handbook*, Section XI.B.4.C, priority was assigned as follows:

1. Authors of invited presentations or papers (with proof of invitation)
2. Authors of proposed presentations or papers that have been accepted by the meeting organizers (with proof of acceptance). If acceptance letter has not yet been received, the Travel Grant may be conditionally awarded pending the submission of acceptance letter prior to approval of Travel Authorization.
 - 2-A. Sole or principal authors of presentations or papers
 - 2-B. Presenting authors
 - 2-C. Participants on panels or round tables
 - 2-D. Co-authors (other than principal or presenting authors) of presentation or paper
3. Authors of submitted presentations or papers (acceptance pending)
 - 3-A. Sole or principal authors of presentations or papers
 - 3-B. Presenting authors
 - 3-C. Participants on panels or round tables
 - 3-D. Co-authors (other than principal or presenting authors) of presentation or paper
4. Attending only (maximum award limited to \$1050)

Note: Within each of the above categories and sub-categories, qualified first-time applicants for the University Travel Grant will be given priority.

TIMELINE (and Funds Allocation)

Announcement of Timelines	Application Deadline	Notification Date	Period of Travel	Allocated percentage of total Travel Fund
General Announcement to all faculty at the beginning of the Academic year. Specific announcements at least three weeks in advance of deadlines.	Sept. 1	Sept. 21	Jan.1 — Mar. 31	25%
	Dec. 1	Dec. 21	Apr. 1 — June 30	25%
	Feb. 1	Feb. 21	July 1 — Sept. 30	25%
	May 1	May 21	Oct. 1 — Dec. 31	25%

Funds not expended will roll over into the next quarter in the same category. If an applicant does not use funds awarded, the next alternate will be chosen within the deadline period.

Deadline is the date by which the HRO must receive the application, which will subsequently be forwarded to the Faculty Senate Standing Committee on Faculty Excellence for recommendation to the Senior Vice President for Academic and Student Affairs.

All University of Guam travel will follow the rules and guidelines set forth in the University Travel section of the Rules, Regulations, and Procedures Manual, Article VII. F.

Travel Grant recipients who fail to comply with any portion of these guidelines shall be ineligible to receive travel funds and may be requested to return part or all the awarded Faculty Travel Funds.