

PROGRAM DESCRIPTION

The Office of Research is pleased to offer the Faculty Travel Support Program as of FY24 to provide financial support for faculty to present their research at national and international platforms and/or engage in other highly beneficial activities that advance their research agendas.

Office of Research Faculty Travel Support Program Guidelines

The Office of Research Faculty Travel Support Program aims to facilitate travel that enables faculty **(a)** to engage in collaborative research projects with clearly articulated objectives and outcomes **(b)** to meet with program offices at granting agencies in pursuit of specific research and professional development opportunities geared towards enhancing UTSA's research portfolio (travel to agency workshops require additional approval) or **(c)** present research findings at conferences and other scholarly meetings.

ELIGIBILITY & APPLICATION LIMITS

- UTSA faculty members who have an active tenured/tenure-track faculty appointment. *
- Faculty will be eligible for one award of up to \$1,000 of allowable expenses per current fiscal year (September 1, 2023 – August 1, 2024).
- Travel must be completed by **July 19, 2024**.
- Travel requests must align with the intent of the program.
- Travel must adhere to [UTSA Financial Management Operational Guidelines](#) and [GSA per diem rates](#).
- Applicants with outstanding reports due under any institutional seed grant will be ineligible to receive any future seed grant awards until they have met their previous obligations.

*This program is primarily designed to support research-intensive faculty, however, Office of Research recognizes the need to support all faculty who have research as part of their workload. As such, priority will be given to T/TT faculty, but travel fund requests will be considered on a case-by-case basis for FTT faculty. For FTT faculty requests, the request must outline:

1. Faculty member's formal workload agreement,
2. Specific workload percentage allocated to research or other scholarly engagement activity,
3. Explain how the requested travel is specifically research-related, and
4. Explain how this travel will advance knowledge, provide a scholarly contribution, etc.

FTT faculty are reminded that other sources of funds are available (i.e. through VPAA) for pedagogical and other travel related to teaching.

INELIGIBLE TRAVEL

Attending a conference or meeting (and **not presenting**) does not qualify to receive funds. The program also does not support presenting a seminar, taking part in a lecture series, attending a workshop, or giving a colloquium at another university or similar venue that is not a conference or professional meeting.

FUNDING INFORMATION

- **Estimated Number of Awards:** Subject to availability of funds
- **Maximum Total Funding:** Reimbursement up to \$1,000 for travel provided eligibility criteria have been met.
- The program has limited funding and funds are approved on a first-come, first-served basis.

SUBMISSION DEADLINE

The Faculty Travel Support Program applications must be submitted by **June 30, 2024, by 5:00 p.m. CST**.

BUDGET CONSIDERATIONS

Funds can be used for the following:	Funds cannot be used for the following:
<ul style="list-style-type: none">• Airfare	<ul style="list-style-type: none">• Entertainment
<ul style="list-style-type: none">• Lodging	<ul style="list-style-type: none">• Alcohol
<ul style="list-style-type: none">• Ground Transportation (i.e. uber, taxi, etc.)	<ul style="list-style-type: none">• Student Travel
<ul style="list-style-type: none">• Mileage	<ul style="list-style-type: none">• Stipends
<ul style="list-style-type: none">• Meals	<ul style="list-style-type: none">• Membership Dues
<ul style="list-style-type: none">• Conference/meeting registration fees	<ul style="list-style-type: none">• Membership Fees

APPLICATION PROCESS

1. Request the application link by emailing seedgrants@utsa.edu. Submit your application through the Office of Research InfoReady site at least 15 days in advance of travel.
2. Applicant will be notified via email regarding the status of the request and the amount approved.

Note: Academic Departments where faculty have their appointment will be responsible for pre- and post-travel administrative support, including Travel Authorization and Reimbursement requests.

REIMBURSEMENT PROCESS

1. Email seedgrants@utsa.edu before submitting your receipts to your Academic Department so that a Office of Research cost center can be identified for the approved amount of allowable expenses up to \$1,000 (contingent on the final travel expense amount).
2. Contact your respective Academic Department to generate an Expense Report, this may involve submitting a ServiceNow ticket. Email expense report ID to seedgrants@utsa.edu. *The ServiceNow case number is different from the Expense Report.*
3. Office of Research will verify the Expense Report ID with the Academic Department.

Reimbursement requests should be processed through the awardee's Academic Department no later than the 25th of the month following travel. Faculty must adhere to university and college guidelines when booking travel to be eligible to receive the maximum allotted funding.

REPORTING REQUIREMENTS

A Report will be requested by the Office of Research post-travel. Applicants awarded funding under this opportunity will be required to submit their report to the Office of Research using the UTSA Travel Reporting Form, capturing quantitative output. Awardees will be provided final reporting instructions by the 25th of the month following travel. Faculty are responsible for submitting a Travel Report no later than 30 days post-travel.

A final report must be filed with the Office of Research for the applicant to be considered for future Research Seed Grant funding.

PROGRAM CONTACT INFORMATION

If you have any questions regarding grant application, reporting, and documentation procedures, please contact:

Faculty Research Development
Email: seedgrants@utsa.edu

