PROGRAM DESCRIPTION

The Office for Research and Innovation Research Faculty Travel Support Program aims to facilitate travel that enables UT San Antonio research faculty to **(1)** Present research findings at conferences, **(2)** Meet with program officers regarding potential or current external funding **(3)** Engage in collaborative research with clearly articulated objectives and outcomes.

FUNDING INFORMATION

- **Estimated* Number of Awards:** 100, subject to availability of funds
- **Maximum Total Funding:** Up to $1,000 to be transferred to F&A cost center post-travel
- **Deadlines:** Various, see Review Cycle Timeline (pg. 6)
- **Supported Travel Dates:** July 2, 2026 – July 1, 2027

ELIGIBILITY & APPLICATION LIMITS

- Must have an active tenured/tenure-track* faculty appointment on the Academic Campus *or* have a minimum 50% joint appointment in one of the following colleges: **ACOB, HCAP, COEHD, COLFA, COS, KCEID, CAICC, UC, HC**
- Travel must be completed by **July 1, 2027**.
- Travel requests must align with the intent of the program to fund research-related travel with clearly articulated objectives and outcomes.
- Travel must adhere to UT San Antonio Financial Management Operational Guidelines and GSA per diem rates.

The following are ineligible for funding through the FY27 Research Travel Support Program:

- Faculty who have outstanding reports under previously funded Office for Research and Innovation awards.
- Faculty with an active FY26 or FY27 seed grant with travel allocated in their budget
    - *Exceptions will be granted if proposed research travel significantly differs from their seed grant award. Further clarification may be requested.*
- UT San Antonio Health Campus faculty without a 50% joint-appointment in one of the colleges listed above.
- Administrative staff and/or students (undergraduate, graduate, and postdoctoral).

Meeting eligibility requirements does **not** guarantee funding. Exceptions to eligibility limitations may be granted where travel is invited or requested by the Office for Research and Innovation and/or is determined to be of specific strategic importance to institutional research goals.

*FTT ELIGIBILITY

While priority will be given to T/TT faculty, the Office for Research and Innovation recognizes the need to support faculty who have research as part of their workload. As such, travel requests will be considered on a case-by-case basis for faculty who have a minimum of 10% allocated towards research in their workload agreement, as demonstrated by a submission of an official Digital Measures download and are active in one of the eight colleges listed above.

ELIGIBLE TRAVEL

1. **Presenting research findings at conferences and other scholarly meetings, whether in-person or online, and whether domestic or international**
    - E.g. Presenting domestically or internationally with defined author status (1st, 2nd, 3rd); delivering research through a live or installation-based performance that embodies the project's core ideas
2. **Meeting with program officers regarding a current external award or funding opportunity**
    - E.g. Discussing progress on active award, consulting on a new funding mechanism to be released, planning next-phase funding
3. **Engaging in collaborative research with clearly articulated objectives and outcomes**
    - E.g. Meeting Co-PIs to develop research protocol, collect data, and/or finalize research outcomes (e.g., presentations, publications, manuscripts)

INELIGIBLE TRAVEL

The following travel applications will not be considered unless specifically requested by Office for Research and Innovation leadership:

- **Non-presenting conference attendance**
    - Attending sessions or meeting without delivering a research presentation.
- **Invited talks not tied to research dissemination**
    - Giving a colloquium, presenting a departmental seminar, taking part in or moderating a lecture series.
- **Workshops, trainings, and professional development**
    - Attending a workshop, training, or other skill-building event.
- **Recruitment, administrative, or service travel**
    - Includes committee service, accreditation visits, or recruitment trips (unless specifically requested by Office for Research and Innovation leadership).
- **Teaching or instructional travel**
    - Teaching a short course at another institution, leading a study-abroad program, or delivering guest lectures.
- **Pedagogy-focused travel**
    - Travel related to teaching innovation, pedagogy development, or best practices not directly tied to research activity.

Applications without clear objectives and outcomes directly related to research activities will not receive funding under this program. Those seeking travel support related to pedagogy and teaching, please consider the Academic Affairs National Impact Travel Awards (NITA) program.

BUDGET CONSIDERATIONS

Funds can be used for:	Funds cannot be used for:
• Airfare	• Entertainment
• Lodging	• Alcohol
• Ground Transportation (i.e. uber, taxi, etc.)	• Student Travel

• Mileage	• Stipends
• Meals	• Membership Dues or Fees
• Conference/meeting registration fees	• Cash Advances
	• Course Development

This program provides **reimbursement to F&A cost centers** after travel is completed. **Faculty will not be reimbursed directly.** Faculty and academic departments/business service centers (BSC) remain responsible for travel authorization, travel arrangements, and submitting reimbursement requests. Travel planning and arrangements **should not** depend on whether a PI ultimately receives funding through this program. Faculty are encouraged to begin coordinating with their BSC/Academic Department as soon as possible after their conference acceptance.

Faculty, academic departments, or business service centers are **not** authorized to utilize an Office for Research and Innovation cost center for expenses related to faculty travel. All travel must adhere to UT San Antonio Financial Management Operational Guidelines and GSA per diem rates.

In accordance with Executive Order GA-48 issued by Governor Abbott on November 19, 2024, travel funding requests to the following destinations will not be approved: China, North Korea, Iran, Cuba, Russia, and Venezuela. For questions, please contact UT San Antonio's Office of Global Initiatives at **global@utsa.edu** or **(210) 458-7211**.

APPLICATION COMPONENTS (BASED ON SCOPE OF SUBMISSION)

A. Present research findings at conferences and other scholarly meetings.
   a. PDF abstract of the presentation
   b. Confirmation you will be presenting (letter/email accepting your abstract)*
   c. Clearly defined benefit to UT San Antonio

**Confirmation you will be presenting (letter/email accepting your abstract) may be submitted 15-days before travel departure date, provided travel application is submitted within the application window below.*

B. Meet with program offices
   a. Email from the program officer requesting or accepting an in-person meeting.
   b. Clearly articulated objectives and outcomes (2-3 sentences)
   c. Clearly defined benefit to UT San Antonio

C. Engage in other research scholarly travel
   a. PDF abstract or executive summary of the research project
   b. Clearly articulated objectives and outcomes (2-3 sentences)
   c. Clearly defined benefit to UT San Antonio

Additional components, regardless of scope of submission, will include:

- Additional funding disclosures
- F&A Cost Center identified at time of submission
  - If no F&A cost center is identified, application priority will be impacted
  - Faculty should work with their Academic Department/College Business Service Center to identify an appropriate F&A cost center
- Workload appointment (***FTT Faculty only***)
- General faculty-identifying questions

APPLICATION PROCESS

1. Faculty must submit their application through the Office for Research and Innovation InfoReady site at least **60-days prior to the first day of travel***
2. Applicants will be notified via email regarding the status of the request and the amount approved during their designated review cycle.
3. Applications must be accepted, not received, to secure funding.

** Exceptions will be made for travel with start dates between July 1 – September 31; see Review Cycle Timeline on page 6. Late submissions will not be considered for funding. Applications can and should be submitted even if confirmation of conference presentation acceptance has not been received.*

REVIEW PROCESS

Applications will be accepted and reviewed monthly using a batched competitive process. Applications must be submitted **at least 60-days prior to the first day of travel**. Due to limited funds and high demand, meeting eligibility requirements does not guarantee an award.

Awards will be made in priority order until funds are exhausted; remaining eligible applications will be ranked on priority and reconsidered if funds become available.

During each review cycle, priority may be given to:

- Faculty who have not received a Faculty Travel Support Program award in the preceding three (3) fiscal years;
- Travel that demonstrates clear research impact or alignment with UT San Antonio's strategic research goals (e.g., program officer meetings or research conference presentations); and
- First-time applicants or early-career faculty.
- Faculty with no F&A or start-up funds.

Prior recipients within the last three (3) fiscal years or those with overlapping travel funds (VPAA, active seed grant awards, start-up funds) will be considered, but low on priority list for this funding program.

REIMBURSEMENT PROCESS

Awards will only be issued once the expense report identification number and total travel expense have been provided within 30-days of the last day of travel.



1. Upon completion of travel, contact your respective Academic Department/Business Service Center to begin the reimbursement process by generating an Expense Report (this may involve submitting a ServiceNow ticket).
2. Email SeedGrants@utsa.edu within 30-days of the last day of travel with either:
    a. An expense report ID and/or
    b. Confirmation of reimbursement initiation

3. The Office for Research and Innovation will verify eligible expenses up to $1,000 (contingent on the final travel expense amount).
4. The Office for Research and Innovation will transfer the approved amount to the F&A cost center identified during the application process.
5. A post-travel report will be emailed to faculty via InfoReady when the transfer is complete.

Faculty are responsible for ensuring Expense Report IDs/confirmation of reimbursement initiation are sent to SeedGrants@utsa.edu within 30-days of the last day of travel. If confirmation of return and/or an expense report ID is not shared within 30-days of the last day of travel, the travel award **may be closed and no longer available for reimbursement** (*example: if your return date is October 13th, an email notification of return and confirmation of reimbursement initiation should be emailed no later than November 13th).*

NOTE: The ServiceNow case number is different from the Expense Report ID but can be shared as confirmation that an expense report ID will be emailed at a later date.

ADDITIONAL PROGRAM REMINDERS:

- The full amount of travel expenses should be charged directly to the department/college cost center. No expenses should be charged directly to an Office for Research and Innovation cost center.
- Expense reports must be submitted and paid out prior to budget transfer being processed.
- Faculty may withdraw an application ONCE in a given award period to substitute for another travel application**,** unless a budget transfer has been processed.
- Faculty and their Academic Department/College Business Service Center are responsible for ensuring the correct F&A cost center was provided *before* the reimbursement process is initiated.

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 for Research and Innovation post-travel after reimbursement is complete. Awardees will be provided with final reporting instructions once reimbursement has been processed. A final report must be filed with the Office for Research and Innovation for the applicant to be considered for future Research Seed Grant funding.

PROGRAM CONTACT INFORMATION

Internal Funding Opportunities
Strategic Research Initiatives
Office for Research and Innovation
Email: SeedGrants@utsa.edu

REVIEW CYCLE TIMELINE

Faculty are responsible for submitting their travel application to InfoReady by the submission date listed below. Retroactive awards will not be granted. Decision notifications will be emailed to faculty and their BSC Teams on or by the Review Notification date listed below.

Travel Start Month	Submission Deadline	Review Notification
July 2026	July 31, 2026	Rolling through July
August 2026	August 31, 2026	Rolling through August
September 2026	August 31, 2026	Rolling through August
October 2026	August 31, 2026	September 4, 2026
November 2026	September 30, 2026	October 2, 2026
December 2026	October 31, 2026	November 6, 2026
January 2027	November 30, 2026	December 4, 2026
February 2027	December 31, 2027	January 8, 2027
March 2027	January 31, 2027	February 5, 2027
April 2027	February 28, 2027	March 5, 2027
May 2027	March 31, 2027	April 2, 2027
June 2027	April 30, 2027	May 7, 2027
July 2027	FY 28 Research Travel Award (Est. Opening June 2027)	
August 2027		