

OVPR Internal Grants and Awards

Foreign Travel Assistance Program

Program Snapshot

Title	Foreign Travel Assistance Program
Purpose	To provide assistance in the form of round-trip airfare for travel to foreign destinations specifically to participate in conferences for faculty and graduate students. Awards are made through a competitive process and funding is not guaranteed.
Deadlines	Second Tuesdays in January, March, May, July, September, November.
Eligibility	Faculty members, research professionals, senior research associates, postdoctoral associates, and graduate students are eligible. All Adjunct professors and Non-UGA paid employees are ineligible. Only one individual per group/lab may apply for any given conference.
Amounts	The lowest round-trip airfare available
Questions?	Please read the FAQs at the end of the guidelines. For questions regarding submission: Please email ovprip@uga.edu For questions regarding your award: Nanette Roberts, nyrobert@uga.edu , 542-3901

Program Description

The University of Georgia Research Foundation, Inc., will provide support for travel to foreign destinations to participate in conferences. Travel to Hawaii, Alaska and U.S. territories outside the contiguous 48 states will be considered for *graduate students, postdocs, research professionals and senior research associates* through this program.

Participation includes activities such as keynote or plenary speeches, organizing committee membership, session facilitator or poster or paper presentations. The support is in the form of funds for round-trip airfare. Currently, the program has a funding rate of approximately 30% due to the funds available for this program and the number of applications received. Applications are reviewed by a University of Georgia faculty committee and should be submitted to the Office of the Vice President for Research. Please see the Application Procedures and Documentation section for instructions on applying and submitting to the Foreign Travel Assistance Program.

Eligibility Criteria

Faculty members, research professionals, postdoctoral associates, and graduate students in good standing with their degree program are eligible. All Adjunct professors and Non-UGA paid employees are ineligible. **Only one individual per group/lab may apply for any given conference.** Additionally, individual applicants are limited to a total of two application submissions per fiscal year and one award per fiscal year (July 1 through June 30).

Budget/Funding

Currently, UGARF is only able to support approximately 30% of the applicants due to the funds available for this program and the number of applications received.

The amount of the award will be based on round-trip air fare at the lowest available price between Atlanta and the major international airport nearest the meeting site. If the itinerary is such that a different departure is appropriate, this amount will be allowed to go toward such a situation.

Application Procedures and Documentation

What is needed?

The following two items are needed for a complete application. Please do not include your TA or ticket receipts.

1. Foreign Travel Application – [Apply here](#). Once submitted, you will receive an email confirmation to the email listed on your application. Your unit head or major professor will also receive a copy of your submission to verify that he/she approves of the evaluation of the conference and the applicant's participation in the conference. In the case of graduate students, the major professor certifies that the student is in good standing with the degree program.
2. Documentation of Participation (for example, copy of invitation or acceptance). This must be included or your application cannot be submitted. The documentation needs to be translated into English if applicable. If you have not received official acceptance then submit your application by uploading any supporting documentation (a paragraph explaining the situation, email correspondence with conference organizers, receipt of abstract submission, etc.). If awarded, the funds will be contingent on receipt of the official acceptance or invitation.

Notes to Remember:

- Applicants must either be UGA employees (paid through UGA payroll) if faculty or a postdoc or a graduate student in good standing with their degree program.
- Applications received after 11:59 p.m. on the deadline date will be considered at the next deadline.

Application Deadlines

Application deadlines are the second Tuesdays in January, March, May, July, September and November. Applicants can apply up to four months in advance of the month of their travel.

Evaluation Criteria and Procedures

Eligible conferences are formal events where researchers/scholars present results, conduct workshops and other activities (such as music or dance performances). Requests will be evaluated competitively, with priorities based on (a) the caliber of the meeting and (b) the significance of the individual's participation.

- a. International meetings receive a higher priority than a foreign national meeting.
- b. An invited keynote speaker or speaker on a main program and accepted refereed papers receive higher priority than poster or paper presentations.

Reviewers will use their knowledge of academic conferences together with the information provided

in the application to assign scores. Therefore, it is important to use the application - especially the "Conference and Participation Evaluation" on page 2 - to communicate the merit of your participation to the reviewers.

Award Procedures and Conditions

I have been awarded, now what do I do?

1. Complete University of Georgia Electronic Travel Authority (eTA) for the airfare only. Your business office should assist you in preparation of the eTA.
 - Electronic Travel Authority link can be found here:
<https://webapps.ais.uga.edu/PCFA/index.jsp>.
 - Helpful Hints:
 - Enter the Account Number provided in your award letter
 - Reimbursement type is 'Foreign Travel'
 - Once the TA is complete forward to Nanette Roberts. Her name will be available in the drop down box at the bottom.
 - Be sure to keep a copy for future reference.
2. Claiming funds:
 - You may direct bill from participating travel agencies. You should refer to your approved TA# on the invoice.
 - If you pay with personal funds you can have your business office assist you in completing an electronic check request for reimbursement.
 - Electronic check request:
 1. The electronic check request can be found here:
<https://webapps.ais.uga.edu/PCFA/index.jsp>.
 2. Helpful Hint: You must use the approved TA number when preparing this check request.
 3. Upload completed and signed travel expense statement :
https://emer.uosp.uga.edu/accounts_payable/travel_expense_login.cfm
 4. Upload detailed airfare receipt
 5. Route to Nanette Roberts at OVPR.

If you receive your Foreign Travel award after your TA was submitted and/or after you have already taken your trip you can be reimbursed by:

- If your TA has been submitted you can ask the Travel and Encumbrance department to add UGARF's account number to the TA for the amount of your award.
- If you have already traveled and been reimbursed, have your business office contact Nanette Roberts in OVPR information on how to move the expense over to UGARF's account.

For UGA Travel Policies and Procedures please refer to the Finance and Administration Policy and Procedure Library: <http://www.policies.uga.edu/FA/nodes/view/456/Travel>. For questions regarding your award, please contact Nanette Roberts at nyrobert@uga.edu, 542.3901.

FAQ

I need to apply for assistance but I will not have my documentation of participation until after the deadline for my travel dates. What should I do?

Try to get at least an email correspondence regarding your participation in the conference. If that is not possible go ahead and submit your application with a note explaining the situation and you will submit your documentation when you receive it.

What happens if my application is submitted late?

Late applications (those submitted past 11:59 pm on the deadline date) will be considered in the next deadline cycle.

I am travelling in September 2017. When can I apply to OVPR's Foreign Travel Assistance Program?

Applicants can apply to a deadline up to four months in advance of their travel. If you are travelling in September 2017 you can apply in the May 2017 or July 2017 deadline cycle.

If I am awarded, what is the process for using the funds for my travel?

See the "Award Procedures and Conditions" section of the guidelines.

Why was I not funded?

The Foreign Travel Assistance Program is a competitive program with limited funds. Applications are reviewed on the caliber of the meeting and the significance of the individual's participation. Because of the limited funds we are only able to fund a limited number based on the priority scores.