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. Applications submitted for any given deadline are required to be for travel within that fiscal year.

Eligibility: Faculty members, research professionals, postdoctoral associates, and graduate students are eligible. All Adjunct professors and Non-UGA paid employees are ineligible.

Amounts: The lowest round-trip airfare available

Questions: Please read the FAQs at the end of the guidelines.
For questions regarding submission: Please email ovtrip@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 (destinations not a part of the United States or a U.S. territory) to participate in conferences. 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.

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. Applications submitted for any given deadline have to be for travel within that fiscal year. For example, if an applicant applies in deadlines July 2015 to May 2016 then the travel would have to take place by June 30, 2016 (FY16).

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.
       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 June 2016. When can I apply to OVPR’s Foreign Travel Assistance Program?
   Since you are travelling in FY16, you will need to apply in any deadline that falls in FY16. These are the following deadlines that are in FY16: July 2015, September 2015, November 2015, January 2016, March 2016, May 2016.

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.