

FOREIGN TRAVEL ASSISTANCE PROGRAM



Internal Grants & Awards

Office of Research

UNIVERSITY OF GEORGIA

Deadline: Second Tuesdays in January, March, May, July, September, November. Applications received after 11:59 p.m. on the deadline date will be considered at the next deadline.

Award Description

This program provides 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*. 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 University of Georgia faculty. Please see the Application Procedures and Documentation section for instructions on applying and submitting to the Foreign Travel Assistance Program.

Eligibility

- Faculty members, research professionals, senior research associates, postdoctoral associates, and graduate students in good standing with their degree program are eligible. All Adjunct professors and Non-UGA paid employees are not eligible.
- **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).

Funding

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

Required Application Materials and Submission Instructions

TRAVEL WARNING POLICY: If you are a **graduate student** and the country to which you wish to travel is under a U.S. Department of State Travel Warning or a CDC Warning Level 3, you must seek approval for the travel from the Office of International Education (OIE), by submitting a petition. *Only if the petition is approved may you apply to UGA funding sources, such as the Graduate School, Office of Research, and LACSI.* Note that even if a UGA account is not paying for the trip, a petition to travel must still be submitted.

Click [here](#) to check if your travel country is on the list and for full information and instructions on submitting a petition (Grad student-specific info on page 2). Graduate students must certify on the Foreign Travel Assistance application that you have read the information at this link and answer the accompanying question before the application can be submitted.

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.

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.
- International meetings receive a higher priority than a foreign national meeting.
- 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 (TA) for the airfare only. **Your business office should assist you in preparation of the TA.**
 - a. The Electronic Travel Authority can be found by logging in here: <https://echeck.uga.edu/PCFA/index.jsp>
 - b. Helpful Hints:
 - i. Enter the Account Number provided in your award letter.
 - ii. Reimbursement type is 'Foreign Travel'.
 - iii. Once the TA is complete forward to Nanette Roberts. Her name will be available in the drop down box at the bottom.
 - iv. Be sure to keep a copy for future reference.
2. Claiming funds:
 - a. You may direct bill from participating travel agencies. You should refer to your approved TA# on the invoice.
 - b. If you pay with personal funds you can have your business office assist you in completing an electronic check request for reimbursement.
 - c. Electronic check request:
 - i. The electronic check request can be found here: <https://echeck.uga.edu/PCFA/index.jsp>

- ii. Helpful Hint: Once logged in, Select the eTravel tab. Then select "Out of State Travel" under the Create Travel Check Requests heading and be sure to use the approved Travel Authority#.
- iii. Upload completed and signed travel expense statement:
https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm
- iv. Upload detailed airfare receipt.
- v. Route to Nanette Roberts at Office of Research.

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 Office of Research 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://policies.uga.edu/Travel/>.

Contact for questions:

- Submission and program questions: ovprip@uga.edu
- For questions regarding your award, please contact Nanette Roberts at Nanette.Roberts@uga.edu, 542.3901.

FAQs

- ***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 January 2018. When can I apply to Office of Research'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 January 2018 you can apply in the September 2017, November 2017 or January 2018 deadline cycles.
- ***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.