

## MEMORANDUM

**TO:** Academic Deans, Department Chairs, Vice Provosts, and College/Support Division Financial Leads

**FROM:** Heather Shipley, Ph.D.  
Provost and Executive Vice President of Academic Affairs

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**SUBJECT:** Academic Year 2025-2026 UTSA National Impact Travel Awards

**DATE:** August 26, 2025

Academic Affairs is committed to the [UTSA National Impact Travel Awards \(NITA\)](#) program. This program's objective remains steadfast in 1) supporting pedagogy development for our talented faculty and staff within academic affairs and its supporting units, and 2) supporting faculty and academic affairs staff travel that showcases university contributions to teaching innovation, scholarly knowledge, and best practices related to teaching. It is important to remember that this program is designed to be an incentive for faculty and staff within their respective fields; this program should not be used as a budget supplement mechanism. Awards will be granted post-travel for AY25-26 and on a first-come, first-serve basis until available funds are exhausted.

### Acceptable Travel Award Requests

#### **Full-time Faculty (Tenured/Tenure-Track and Fixed-Term Track - 50% FTE or Greater):**

- Must be attending a leading conference in one's field to directly improve teaching methods, course design outcomes, and increase student educational opportunities. This year's program will not support research-related travel. For those seeking travel support related to research please consider the Office of Research Faculty Travel Support Program.

#### **Full-time Staff:**

- Must be presenting at a national meeting or conference. Presentations should reflect empirical results stemming from evaluations or implementations of university programs that have advanced the mission or have led to the creation of valuable best practices related to teaching and student success.

### Important Programmatic Travel Elements to Consider

- Attendance should be targeted towards conferences in one's field that are accepted as prominent by peers. Government agency-sponsored events are permitted.
- Not eligible for program funding:
  - Roles such as moderators, session chairs, grant reviewers, lecture series attendance, or specially called meeting/interest group attendance.

- Invited presentations to other universities, job talks, community organizations, museums, or a similar institution.
- Regional conferences (state and local) and virtual meeting attendance.
- Staff are expected to present best practices; conference attendance only does not qualify for an award.

## Programmatic Criteria

- Travel expenses such as airfare, lodging, registration, meals, and mileage are acceptable.
- Fixed-Term Faculty could receive up to a **\$1,500** maximum award with no match requirement.
- Tenured/Tenure-Track Faculty could receive up to a **\$1,000** maximum award with no match requirement.
- Staff could receive up to a **\$1,000** maximum award with no match requirement.
- Only one award for one trip per FY is permitted. Multiple requests to reach the maximum award will not be permitted.

## Request Process

- Traveling faculty and staff (no proxies) will need to request awards directly through this Academic Affairs Smartsheet link – [AY25-26 NITA Application](#)
- Travel dates must fall between September 1, 2025, and June 30, 2026.
- Award applications should be submitted no later than 60 days prior to the first day of travel. For example, if travel occurs anytime during the month of February 2026, all applications will need to be submitted by December 1, 2025.
- The only exception to this rule will be for travel that is occurring anytime during the months of September – November of 2025. Please note there are specific timelines for trips occurring during these months.
- Late submission will not be considered for review.
- Retroactive awards will not be granted.

## Review and Award Process

- AA will review and award requests per the NITA Application Submission Timetable (see below and on NITA Webpage).
- Off-cycle requests will not be permitted.
- Awards will only be issued once the expense report identification number and total travel expense have been provided by your college or support unit. This information should be submitted no later than 60 days after the last day of travel.
- Award criteria will be provided by designated BSC Teams or your unit's Financial Lead. Faculty and staff should not send any post-travel information to Academic Affairs directly.
- All participating units are responsible for providing monetary support for travel expenses that exceed a NITA award.

## Program Resources

- NITA web page
- Detailed FAQ document (New for AY25-26)

- NITA Submission and Award Timeline Table

<b>Applicant Travel Dates</b>	<b>NITA Application Deadline* (varies according to travel dates)</b>	<b>VPAA Review Notifications</b>
September 2025	September 2, 2025	September 17, 2025
October 2025	September 17, 2025	October 1, 2025
November 2025	September 17, 2025	October 1, 2025
December 2025	October 1, 2025	October 15, 2025
January 2026	November 1, 2025	November 17, 2025
February 2026	December 1, 2025	December 15, 2025
March 2026	January 14, 2026	January 30, 2026
April 2026	February 1, 2026	February 16, 2026
May 2026	March 1, 2026	March 16, 2026
June 2026	April 1, 2026	April 15, 2026
July 1 – August 31, 2026	N/A	Part of the new program year

- BSC Teams or Financial Leads serve as the primary points of contact to NITA applicants.
- Faculty and staff should contact their BSC or Financial Lead if needing an update on the status of their request.