

## **PROGRAM DESCRIPTION**

The Office of Research Faculty Travel Support Program aims to facilitate travel that enables research faculty to **(a)** meet with program officers at granting agencies in pursuit of specific research and professional development opportunities geared towards enhancing UTSA's research portfolio, **(b)** present research findings at conferences and other scholarly meetings or **(c)** engage in other scholarly research-related travel with clearly articulated objectives and outcomes.

## **ELIGIBILITY & APPLICATION LIMITS**

- UTSA faculty members must have an active tenured/tenure-track faculty appointment. \*
- Faculty will be eligible for one award per award period (August 2024 – July 1, 2025).
  - Exceptions may be granted where the visit is invited/requested by the Office of Research and/or determined to be of specific strategic importance to institutional research goals.
- Travel must be completed by **July 1, 2025**.
- Travel requests must align with the intent of the program to fund research-related travel.
- Travel must adhere to [UTSA Financial Management Operational Guidelines](#) and [GSA per diem rates](#).
- Applicants with outstanding reports due under any institutional seed grant will be ineligible to receive any future seed grant awards until they have met their previous obligations.

## **\*FTT ELIGIBILITY**

While priority will be given to T/TT faculty, the Office of Research 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 percentage of research allocated in their workload agreement, as demonstrated by a submission of an official Digital Measures download. FTT faculty without a research allocation are reminded that other sources of funds are available (i.e., through VPAA) for pedagogical and other travel related to teaching.

## **ELIGIBLE TRAVEL**

1. Meeting with program officers at granting agencies in pursuit of specific research and professional development opportunities geared towards enhancing UTSA's research portfolio.
  - Meeting for future grant funding, meeting as part of current grant funding requirement.
2. Presenting research findings at conferences and other scholarly meetings.
  - Presenting directly or supporting students, defining author status (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
3. Engaging in other research scholarly travel with clearly articulated objectives and outcomes.
  - Collaborative research projects with clearly articulated objectives and outcomes (i.e. Library of Congress lecture series.)

## **FUNDING INFORMATION**

- Estimated Number of Awards: Subject to availability of funds
- **Maximum Total Funding:** Reimbursement up to \$1,000 for eligible expenses, provided eligibility criteria have been met.
- The program has limited funding and funds are approved on a first-come, first-served basis.
- This program works as **reimbursement post-travel**; faculty and academic departments are responsible for travel authorization and travel arrangements.

**SUBMISSION DEADLINE**

The Faculty Travel Support Program applications must be submitted by **June 16, 2025**, by **5:00 p.m. CST**.

**APPLICATION COMPONENTS MATERIAL (BASED ON SCOPE OF SUBMISSION)**

1. Meet with program offices
  - a. Email of program officer accepting an in-person meeting.
  - b. Clearly articulated objectives and outcomes
2. 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).
3. Engage in other research scholarly travel
  - a. PDF abstract or executive summary of the research project
  - b. Clearly articulated objectives and outcomes

**FTT APPLICATION COMPONENTS**

In addition to the application components above based on travel types, FTT requests must also include:

1. Faculty member’s formal workload agreement,
2. Specific workload percentage allocated to research or other scholarly engagement activity,
3. Explain how the requested travel is specifically research-related, and
4. Explain how this travel will advance knowledge, provide a scholarly contribution, etc.

**BUDGET CONSIDERATIONS**

Funds <b>can</b> be used for the following:	Funds <b>cannot</b> be used for the following:
• 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

**APPLICATION PROCESS**

1. Submit your application through the Office of Research InfoReady site at least 15 days before the travel start date.
2. Applicant will be notified via email regarding the status of the request and the amount approved.
3. Applications must be approved before the travel start date to receive funding.

**Note:** This program works as reimbursement post-travel; faculty and academic departments are responsible for travel authorization, travel arrangements, and reimbursement requests.

**REIMBURSEMENT PROCESS**

1. Upon completion of travel, contact your respective Academic Department to begin the reimbursement process by generating an Expense Report, this may involve submitting a ServiceNow ticket.

2. Email the **Expense Report ID** to [seedgrants@utsa.edu](mailto:seedgrants@utsa.edu). *The ServiceNow case number is different from the Expense Report ID.*
3. The Office of Research will verify eligible expenses up to \$1,000 (contingent on the final travel expense amount).
4. The Office of Research will transfer the approved amount to the F&A cost center identified during the application process.

Reimbursement requests should be processed through the awardee's Academic Department no later than the 25<sup>th</sup> of the month following travel. **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 of Research post-travel after receiving the Expense Report ID. Applicants awarded funding under this opportunity will be required to submit their report to the Office of Research using the UTSA Travel Reporting Form, capturing quantitative output. Awardees will be provided final reporting instructions by the 25<sup>th</sup> of the month following travel. Faculty are responsible for submitting a Travel Report no later than 30 days post-travel.

A final report must be filed with the Office of Research for the applicant to be considered for future Research Seed Grant funding.

#### **PROGRAM CONTACT INFORMATION**

If you have any questions regarding grant application, reporting, and documentation procedures, please contact:

Faculty Research Development  
Email: [seedgrants@utsa.edu](mailto:seedgrants@utsa.edu)

