

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. You must create and submit a Travel Authorization prior to your trip. 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://financials.onesource.uga.edu/>
 - b. Helpful Hints:
 - i. Enter the Account Number provided in your award letter.
 - ii. Enter "Foreign Travel" in the Description and Comments section.
 - iii. Once the TA is complete forward to Nanette Roberts.
 - iv. Be sure to keep a copy for future reference.
2. Claiming funds: Then you will create and submit an Expense Report in UGA's Financial Management System. A link to the Training Library is provided below to assist you with this. You should review [Working with Travel Authorizations](#) and [Working with Expense Reports](#). You may also consult your departmental business office, as they are familiar with the process. In order to be reimbursed for your airfare, all UGA policies and procedures must be followed. If you have questions regarding your award, please contact ovprip@uga.edu.

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 submit a GL journal in OneSource to reallocate the charge to the Foreign Travel Chart string. The business office may contact Nanette Roberts in Office of Research on how to move the expense over to UGARF's account.

Training Library:

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

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 regarding this Foreign Travel program: ovprip@uga.edu

FAQs

- ***I need to apply for assistance but I will not have my documentation of participation until after the Foreign Travel application 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. If awarded, you will be required to provide the documentation before you can access the award.
- ***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 2020. 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 2020 you can apply in the September 2019, November 2019 or January 2020 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. Your award letter will also contain instructions and guidance.
- ***I have already submitted a Travel Authority for this trip on a different Chart String than the one in my award letter. May I use the existing Travel Authority or must I submit a new one?***
You may use an existing Travel Authority as long as it is the same trip. There is no need for a new one.
- ***I have already received reimbursement from another source. How may I utilize this award?***
You may have your business office submit a GL journal in OneSource to reallocate the charge to the Foreign Travel Chart string.
- ***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.