

Odum School of Ecology Conference Travel Awards Policy and Protocols for Faculty (Updated 12/2019)

The Odum School travel budget was provided by the Provost to support domestic travel for faculty. These funds are subject to state deadlines, policies and procedures.

Although Ecology cannot fully support all travel requests, we will make every effort to contribute towards crucial travel needs. We anticipate being able to provide partial support for a limited number of travel requests each fiscal year and will prioritize applications based on the following criteria:

- 1) The expected audience of the meeting or conference and the status of the presentation (invited talk, contributed talk, poster, other);
- 2) The number of previously funded requests;
- 3) Other matching funds applied for and means to cover the full amount given partial support from Ecology;
- 4) How this travel contributes to the unit as a whole, including via teaching, research and/or service.

The Dean's Office may consider adding a cap on the support each fiscal year, depending on the financial nature of the unit. The Dean, Associate Deans and appropriate staff will review applications submitted by the deadline. Faculty are expected to submit the [corresponding travel request form](#) at least two (2) months in advance of the anticipated travel dates. For travel in June, the last date for consideration is March 1 of the fiscal year in which funds are expected.

UGA's fiscal year runs from July 1 through June 30, annually.

While the Odum School recognizes the importance of travel to conferences, workshops and meetings for the professional development of our faculty, staff and students we are unable to fulfill all requests but offer the following information for potential solutions. Please be sure to read through all policies and procedures related to each of the options below on their respective websites.

Provost funds for international travel (faculty):

<https://provost.uga.edu/academic-fiscal-affairs/>

go to forms and choose the Provost International Travel Funds Request Form. Deadlines are outlined on the website.

OVPR Foreign Travel Assistance Program (employed: faculty, research professionals, senior research associates, postdocs and graduate students in good standing with their degree program):

<https://international.uga.edu/faculty-and-staff/articles/220-ovpr-foreign-travel-assistance-program>

Postdoc travel assistance info:

UGA PDA provides fellow postdocs funds to support their travel to meetings to present studies conducted here in UGA. The award comes in two phases: Fall and spring semester for a total of 4 awards. Announcements for applications are sent out via the postdoc listserv. Postdocs should be automatically added to this listserv upon employment at UGA.

Doctoral Student International Travel Grants from OVPR and Graduate School Student Domestic Travel Funding: <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>



Odum School of Ecology
UNIVERSITY OF GEORGIA

Faculty request for Domestic Travel Funds

Date Submitted:

Faculty member's name:

Purpose: If invited talk, please attach a copy of your invitation.

Official business *(include title and abstract for presentation or brief explanation, expected audience size and impact and how this support Ecology, limit to 200 words):*

Dates of conference related travel: _____ - _____ Location: _____

Estimate of TOTAL costs associated with conference

\$ _____ Meals
\$ _____ Lodging
\$ _____ Transportation
\$ _____ Mileage
\$ _____ Other (Explain _____)
\$ _____ TOTAL ESTIMATE NEEDED FOR TRAVEL

Funded and requested amounts

\$ _____ Faculty IDC funds (speed type: _____)
\$ _____ UGA Grant funds (speed type: _____)
\$ _____ Other faculty funds (speed type: _____)
\$ _____ **TOTAL matching funds on hand**
\$ _____ **amount REQUESTED from Ecology**

Requested by: _____
Faculty Member Signature Date

NOTE: Requests should be submitted two months in advance of the anticipated travel dates. For travel in June, the last date for consideration is March 1.

Faculty should submit the completed form

Or you may print the form and send to the Dean with a copy to all Associate Deans, Executive Assistant to the Dean and the AFD.

Approved:

Dean, Odum School of Ecology Date \$ _____
Amount approved