



Foreign Travel Assistance Program

Program Snapshot

Title	Foreign Travel Assistance Program
Purpose	To provide assistance in the form of round-trip airfare for travel to foreign destinations specifically to participate in conferences for faculty and graduate students through a competitive process.
Deadlines	Second Tuesdays in January, March, June and October
Eligibility	Faculty members, research professionals, postdoctoral associates, and graduate students are eligible. All Adjunct professors and Non-UGA paid employees are ineligible.
Amounts	The lowest round-trip airfare available
Questions?	Jessica Hawks, jhawks@uga.edu , 542-5056

Program Description

The University of Georgia Research Foundation, Inc., will provide support for travel in connection with international meetings outside the United States. 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 a University of Georgia faculty committee and should be submitted to the Office of the Vice President for Research, according to the schedule in the "Application and Submission Information" section. Also, please see this section for instructions on applying and submitting to the Foreign Travel Assistance Program.

Eligibility Criteria

Faculty members, research professionals, postdoctoral associates, and graduate students in good standing with their degree program are eligible. All Adjunct professors and Non-UGA paid employees are ineligible.

Applicants are limited to a total of two application submissions per fiscal year (July 1 through June 30) and one award per fiscal year (July 1 through June 30). In a given year, only one proposal may be submitted by any eligible individual.

Budget/Funding

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

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.

Some commitment of funds by department, school or college, research grant, or (for graduate students) the Graduate School, will normally be required.

Application Procedures and Documentation

What is needed?

- Foreign Travel Application (which includes evaluation by the department head, director or major professor).
- Documentation of Participation (for example, copy of invitation or acceptance)

How do I submit?

Submit the Foreign Travel Application electronically via email attachment to ovprip@uga.edu by 5:00 pm on the deadline date.

Please name the application file as [Last Name], [First Name] FT – [Faculty or Grad?]. For example, the application for John Smith, who is a professor, would be named as "Smith, John FT – Faculty." Please label all separate attachments clearly.

Notes to Remember:

- Must be UGA employee to apply (paid a salary through UGA payroll) if faculty or a graduate student in good standing with their degree program.
- Applications received after 5:00 p.m. on the deadline date will be considered at the next deadline.
- Applications that are submitted without documentation of participation (translated into English, where applicable) or department head evaluation will be returned to the applicant and will not be reviewed until the documentation is provided.

Application Deadlines

Deadline	Travel Dates
Second Tuesday in January	March 1 – May 31
Second Tuesday in March	June 1 – August 31
Second Tuesday in June	September 1 – November 30
Second Tuesday in October	December 1 – February 28

Evaluation Criteria and Procedures

Requests will be evaluated competitively, with priorities based on (a) the caliber of the meeting and (b) the significance of the individual's participation.

- a. International meetings receive a higher priority than a Foreign National meeting.
- b. An invited keynote speaker or speaker on a main program and accepted refereed papers receive higher priority than poster or paper presentations.

Award Procedures and Conditions

I have been awarded, now what do I?

1. Complete UGA Travel Authority. Leave Account Number space blank for UGARF. Fill in Name of Account as UGARF FOREIGN TRAVEL. Fill Amount as amount awarded according to letter. All other account numbers to cover expenses other than airfare should be filled in also.
2. Submit completed Travel Authority to Teresa Thomason (Room 638B Boyd GSRC), 10 days prior to trip.
3. Claiming funds:
 - a. You may direct bill from participating travel agencies.
 - b. For reimbursement upon return, complete UGA Check Request form (carbon copy form) leaving UGARF account number blank, fill account name as UGARF FOREIGN TRAVEL, and fill in amount of reimbursement (if more than the amount of the award then only awarded amount will be reimbursed). Also fill out Travel Expense Statement. Please make sure that all documents are signed correctly or this will delay reimbursement. For UGA Travel Policies and Procedures please refer to Ask UGA, Controller's Division, Accounts Payable, Policies, Travel Expense. Attach original receipt behind Travel Expense statement and submit to Teresa Thomason at the University of Georgia Research Foundation, Inc., 638B Graduate Studies Research Center.

For questions regarding your award, please contact Teresa Thomason at 706-542-3182 or tmt@uga.edu.

FAQ

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.

I was not invited to a conference until after the deadline for my travel dates. Can I still apply for assistance?

You can apply for assistance in the next deadline cycle. Please keep in mind that you may have to travel without confirmation that you will be reimbursed as there is no guarantee that you will be awarded.

What happens if my application is submitted late?

Late applications (those submitted past 5:00 pm on the deadline date) will be considered in the next deadline cycle.

If I am awarded, what is the process for using the funds for my travel?

Your award letter will tell you who to contact in OVPR's Accounting Division. Also, 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.