



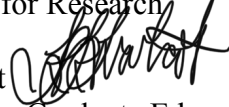


**MEMORANDUM**

**TO:** UGA Faculty

**FROM:** S. Jack Hu   
Senior Vice President for Academic Affairs and Provost

Karen J.L. Burg   
Vice President for Research

Ron R. Walcott   
Vice Provost for Graduate Education and Dean of the Graduate School

**CC:** Deans and Academic Vice Presidents

**DATE:** July 15, 2021

**SUBJECT:** **Travel Support for Faculty, Postdoctoral Scholars, and Graduate Students**

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As noted earlier this week, travel may resume under UGA's normal travel policies. All travel should be necessary for official UGA business reasons. International travel [must be registered](#) with the Office of Global Engagement. For domestic travel, the traveler should follow the [travel health notices](#) outlined by the Centers for Disease Control and Prevention (CDC).

This memo details resources available to support travel for faculty, graduate students, and postdoctoral researchers who have been invited to present their research or scholarship at academic conferences.

**Faculty Travel Funding**

***Domestic Travel***

All requests for domestic travel funds should be directed to the dean in your school or college.

***International Travel***

The Office of the Provost is very pleased to announce the allocation of new funds to relaunch support for international faculty travel in FY22. International travel is defined as travel outside the 48 contiguous states. These funds are intended for full-time faculty who are invited and/or accepted to attend an international conference or venue to present a scholarly paper or other creative works.

Travel funding support is limited to one trip per faculty member in FY22. Requests must include at least 1:1 matching funds for consideration. A maximum of \$2,000 in funding per faculty trip is available from the Provost's Office. Travel must take place between July 1, 2021, and June 30, 2022.

**To apply for international travel funds from the Office of The Provost:**

1. Complete the Request for FY22 Provost International Travel Funds available at <http://provost.uga.edu/index.php/academic-fiscal-affairs>. Please note these funds must be used in conjunction with other funding to support international travel. When describing the nature of the travel, be precise in explaining your role at the conference or venue (i.e., presenting scholarly papers or creative works). Attach documentation supporting your request (e.g., invitation and/or acceptance letter).
2. Faculty must submit the request for funds to the appropriate department head/director and then to the dean/vice president for review and approval.
3. The dean/vice president should send completed forms to Academic Fiscal Affairs via e-mail at [afa@uga.edu](mailto:afa@uga.edu).

**Notification of Award:** All requests will receive a response as to whether funds will be allocated for the international travel and, if funded, the amount of support provided by the Office of the Provost. Notification will be sent to the dean/academic vice president who submitted the request to the Office of the Provost. These offices should notify the faculty member about the outcome of the request as soon as possible. Any questions regarding international travel allocations from the Provost's Office should be directed to Academic Fiscal Affairs at 706-583-0337.

**Postdoctoral Scholar Travel Funding**

The Office of Postdoctoral Affairs in the Office of the Vice President for Research is pleased to launch the [Postdoctoral Scholar Travel Support Program](#). This program provides matching funds for active UGA postdocs to present their current research at national and international academic conferences. Matching funds (at least 1:1) must be identified and may be provided by the postdoc's research mentor/supervisor, unit, or college, or by an external travel award or grant. The maximum funding from the Office of Postdoctoral Affairs is \$1,500 per domestic trip or \$2,000 per international trip. Only one award per year per postdoctoral scholar is allowed. Applications will be reviewed in quarterly intervals, with deadlines on the second Tuesday of August, November, February, and May.

Applications will be submitted via [InfoReady](#), and the award competition site will be launched in July 2021. The first deadline will be August 10, 2021.

## **Graduate Student Travel Funding**

The Graduate School is pleased to offer funding to students presenting their research at both domestic and international conferences, as well as professional meetings. For the purposes of these awards, travel to Hawaii, Alaska, and U.S. territories outside the contiguous 48 states is considered foreign travel.

Funds are awarded on a rolling basis, and a limited amount of funding is available each semester. The amount of each award will be based on factors such as prevailing costs at the meeting site, distance traveled, whether the meeting is regional, national, or international, and the availability of funds. Departmental “match” funding in support of the student’s travel will greatly enhance the student’s chances for Graduate School funding.

Students may receive only one travel grant per fiscal year, regardless of the type of travel (domestic or international).

Please visit the Graduate School [website](#) for detailed information on eligibility and the application process. Review this information carefully, as international and domestic travel awards have different eligibility criteria.

**All requests for travel funding must be submitted by the Graduate Coordinator in [GradStatus](#). Students may not submit requests directly.**

### **Travel Dates**

September 1 – December 31, 2021  
January 1 – March 31, 2022  
April 1 – June 30, 2022  
July 1 – September 30, 2022

### **Request Deadline**

August 6, 2021  
December 10, 2021  
March 10, 2022  
June 10, 2022