

TO: UGA Faculty, Postdoctoral Scholars, and Graduate Students

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

RE: FY 2023 Travel Support for Faculty, Postdoctoral Scholars, and Graduate Students

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

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 pleased to announce the allocation of funds in support of international faculty travel in FY 2023. 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 work.

Travel funding support is limited to one trip per faculty member in FY 2023. 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, 2022, and June 30, 2023.

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

1. Complete the Request for FY 2023 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.

Notification of Award: All requests will receive a response as to whether funds will be allocated for the international travel and the amount of support provided by the Office of the Provost if

funded. Notification will be sent to the office of 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 continue 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 are submitted via InfoReady and are reviewed in quarterly intervals, with deadlines on the second Tuesday of August, November, February, and May.

Domestic and International 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

April 1 – June 30, 2022

July 1 – September 30, 2022

October 1 – December 31, 2022

Request Deadline

Still considering applications

June 10, 2022

September 9, 2022

January 1 – March 31, 2023
April 1 – June 30, 2023

December 9, 2022
March 10, 2023

CC: Deans and Academic Vice Presidents