

BERKELEY DIVISION OF THE ACADEMIC SENATE
COMMITTEE ON RESEARCH
CONFERENCE & INTERCAMPUS TRAVEL GRANTS
Program Regulations
2008-2009

APPLICATIONS MUST BE RECEIVED AT LEAST 10 DAYS BEFORE
THE TRIP DEPARTURE DATE

APPLICATION PROCEDURES

Applications may be submitted anytime during the academic year as long as the request is made at least 10 days before departure

COR **strongly** encourages faculty to submit their application on-line at:

http://academic-senate.berkeley.edu/senate/cor_por_app.php

Forms may be downloaded in Acrobat and Word formats from the COR website:

<http://academic-senate.berkeley.edu/committees/cor.html#travel>

A faculty member may apply if he or she anticipates attending a specific conference but has not yet received the invitation. Please note in the box for "Title of Original Research Paper," on the on-line form, that the paper is pending. Should the invitation not materialize, or you are unable to attend the conference, you may request that another conference be substituted within the same academic year.

Important note: It is not necessary to submit a copy of the invitation, the conference program, or an abstract of the paper with the application. However, one of these items is required to comply with campus reimbursement policies (see: "Reimbursement Procedures" below).

Intercampus travel applications now are accepted year-around.
(See section below for intercampus travel program guidelines***)***

ELIGIBILITY

Members of the Academic Senate are eligible to apply for one trip per academic year, (July 1 - June 30). Academic Senate members on sabbatical leave (with pay) are eligible for travel from their sabbatical site to a conference location.

Assistant Professors, in the first two years of their tenure clock, are eligible to attend a major meeting of a learned society, without the requirement of presenting a paper.

CONFERENCE TRAVEL SUPPORT

A COR travel grant supports a scheduled presentation of an applicant's original research or creative work at one of the following: a major meeting of a recognized learned society, an organized panel discussion, or an organized symposium.

Awards are available for poster presentations, discussants, panelists, commentators, and conference/panel organizers.

AWARD AMOUNTS AND RESTRICTIONS

A) Full Professors (including Emeriti), Senior Lecturers with Security of Employment and Lecturers with Security of Employment, are eligible for awards **UP TO \$700**.

B) Assistant and Associate Professors are eligible for awards **UP TO \$800**.

C) Reimbursement for expenditures conforms to University travel policy.

D) Grants are awarded subject to COR budgetary limitations.

E) FACULTY MAY USE A COR RESEARCH ENABLING GRANT (BASIC \$1K AWARD) TO OFFSET EXPENDITURES EXCEEDING THE \$700 OR \$800 TRAVEL LIMITS.

AWARD PROCEDURES

Conference travel grant applications are reviewed pursuant to the program regulations and program budget.

1) If the application is approved, the applicant and department COR Coordinator are notified electronically or via an approved application form, and provided with the award information.

2) If the application is denied, it will be returned to the faculty member with a form indicating the reason.

REIMBURSEMENT PROCEDURES:

Faculty must submit their original receipts **to their department COR Coordinator within ten (10) working days of the trip return date**. All reimbursements are handled through departments and are not the responsibility of COR.

A copy of the travel reimbursement **must be forwarded to COR within fifteen (15) working days of the trip return date. Copies of receipts are not required**. If the itemized expenses exceed the grant, the voucher must specify, "not to exceed" and note the authorized dollar limit of the COR award.

If COR fails to receive this information within the fifteen (15) day period, the committee will assume that the traveler did not take the trip, and the funds will be reallocated.

INTERCAMPUS TRAVEL GRANT PROGRAM
Regulations
2008-2009

The intercampus travel program provides travel funds for short-term trips for the following purposes:

- 1) to use special research facilities (including the Huntington Library in Los Angeles);
- 2) to collaborate with colleagues at other UC campuses; and
- 3) to invite a faculty member from another UC campus to present a seminar at Berkeley.

No other travel is funded through this program.

ELIGIBILITY

Academic Senate members and graduate students, under the sponsorship of a Senate member, are eligible to apply for one trip per academic year (July 1 – June 30)

APPLICATION PROCEDURES

Applications for intercampus travel are accepted year-round.

COR strongly encourages faculty to submit their application on-line at:

http://academic-senate.berkeley.edu/senate/cor_ic_app.php

Forms may be downloaded in Acrobat and Word formats from the website.

<http://academic-senate.berkeley.edu/committees/cor.html#travel>

Intercampus travel grant applications are reviewed pursuant to the program regulations and available funding.

- 1) If the application is approved, the applicant and department COR Coordinator are notified and provided with the award information.
- 2) If the application is denied, it will be returned to the faculty member with a form specifying the reason.

AWARD AMOUNT AND REIMBURSEMENT PROCEDURES

The maximum award is \$250.00. Reimbursement for expenditures conforms to University travel policy.

Faculty must submit their original receipts **to their department COR Coordinator within ten (10) working days of the trip return date**. All reimbursements are handled through departments, and are not the responsibility of COR.

A copy of the travel reimbursement must be forwarded to COR within fifteen (15) working days of the trip return date.

If this information is not furnished to COR within the fifteen (15) day period, the committee will assume that the traveler did not take the trip, and the funds will be reallocated.

For information or questions regarding intercampus travel, or any other COR grant program, please contact COR Administrator Diane Sprouse, at 643-5461, or via e-mail: dsprouse@berkeley.edu