

**UCR**  
**SENATE**

March 4, 2016

To: Members of the Riverside Division of the Academic Senate

From: Richard Arnott, Chair  
Committee on Research

RE: CALL FOR 2016-2017 ACADEMIC SENATE RESEARCH AND  
TRAVEL APPLICATIONS (“Omnibus Awards”)

THE SUBMISSION DEADLINE FOR ALL APPLICATIONS IS  
**5:00 P.M., MONDAY, APRIL 4, 2016**

**NO LATE APPLICATIONS WILL BE CONSIDERED.**

The application form must be filled out and submitted electronically to the Academic Senate. The application web address is:

**<https://senate.ucr.edu/rsenate/dashboard.php/grants>**

If you have problems logging in to the application call the Academic Senate Office at x-22550 or email [senate@ucr.edu](mailto:senate@ucr.edu). Please follow the instructions. Error messages will be provided if you do not follow the instructions.

The UCR Academic Senate is now accepting proposals in all fields of research for the academic year 2016-2017. The application deadline is **5:00 p.m. on Monday, April 4, 2016**. Applications must be filed electronically. **No late applications will be considered.** In addition, **incomplete proposals will also not be considered.** Therefore, each section of the proposal should be completed or a brief but reasonable explanation should be given as to why that section was not completed. For instance, a missing budget justification will result in disqualification. *You may submit an application for multiple awards (Omnibus & CoR Fellowship or Omnibus & Regents Faculty Fellowship or Regents Faculty Development Award), but each must be filled out in its entirety.*

You do not have to complete the application in one sitting. You may save your changes to the application before logging out; and upon return, the form will open with all of your saved information.

There are two types of Omnibus awards (Travel Only award and Research and Travel award). You may apply for only one type of Omnibus award.

- Travel Only award (TSM: Travel to Scholarly Meetings) – Complete the online application, no attachments are needed.
- Research and Travel award (RTA) – Complete the online application with the following two attachments:

**1. Budget Justification.** You must provide a justification for the requested funds in a separate file. The justification should be no more than one page, should not include the budget itemization, and is uploaded at the end of the application. The budget itemization is completed as part of the online application (step 6).

**2. Proposal Narrative.** This should contain the project description and background material, should be no more than 1 page excluding any citations (citations can be the second page of the Narrative), and should be understandable by a general academic audience. If you received an RTA last year, briefly mention last year's achievements (including publications or related outputs), whether this is a new RTA project or a continuation, and, if a continuation, how it builds on last year's achievements. The Proposal Narrative is uploaded at the end of the application.

PDF files are preferred; however, Microsoft Word is also acceptable (no WordPerfect, RTF, or plain text files will be accepted) and should be letter size, single-spaced, with at least 1" margins and at least 11 point font.

**These are strict limitations. Proposals that do not follow them will be considered only after all other proposals are reviewed and only if there are remaining funds.**

## Guidelines and Limitations 2016-2017

### Guidelines for Travel Only (TSM) Awards\*

Use of Academic Senate funds for travel to scholarly meetings of learned societies and organized research conferences requires the formal presentation of new research results or creative activities. Chairing a panel, organizing a session or commenting on the works of others cannot be funded. In the case of co-authored papers, faculty listed as a co-author can use Senate funds for travel to meetings as long as a member of their UCR research group is making their presentation. Exceptions must be approved by the Chair of the Committee. Funds may not be used for the travel of graduate student co-authors; separate funding programs are available to cover their travel costs.

Allocations for travel to scholarly meetings (including hotel, subsistence, and travel) will not exceed \$1,400 or two conferences per individual (whichever is the lower dollar amount), and will be subject to the following caps on airfare per conference, depending on location:

|  |         |
|--|---------|
| California                               | \$350   |
| USA (except CA), Canada, Mexico          | \$700   |
| Europe                                   | \$1,000 |
| Central and South America                | \$1,100 |
| Asia, Africa, Middle East, South Pacific | \$1,200 |

Registration fees should be listed separately for each conference. **The funds awarded will depend on budget availability.**

If an applicant is awarded funding to a conference to which his/her submitted paper is subsequently rejected, he/she may use the funds for travel to another conference at which his/her scholarly work is presented without explicit CoR approval.

Funds cannot be used during periods of unpaid leave.

### Guidelines for Research and Travel (RTA) Awards\*

Funding will be provided at different levels up to \$1,800 depending on funding availability. Applicants are warned that a carelessly prepared application may result in being disqualified for funding. Awards may be adjusted downward depending on budget availability. Funds will be awarded according to the quality of the application, amount requested, and the eligibility of budget items.

The aim of RTA Awards is to encourage and facilitate scholarly research. "Research and Travel" is interpreted broadly. It includes not only field research *per se* but also research that needs to be done off campus, such as art created in the off-campus studios of art professors, and intramural research that cannot be done using freely-provided university

resources. The last includes research assistance and clerical assistance, where these are not provided freely by the department, and equipment not freely provided by the university. The use of Academic Senate research funds for field research travel may be used to assist with travel and per diem for research and study that requires the resources of other UC campuses, other universities, national laboratories, field stations, museums and other sites for the collection and analysis of data. There are inevitably grey areas, such as books and subscriptions to journals that are not available at the library; that is why we ask you to provide a budget justification.

Subject to the restrictions listed below, the Committee wishes to give faculty members flexibility in their use of funds. Unused funds in one category may be used to supplement funds in other categories. Changes in travel venues consistent with the proposed research are permitted without CoR approval. Major changes in research direction, however, require CoR approval (please send a memo to the Chair of CoR requesting approval via the Academic Senate CoR Analyst – [senate@ucr.edu](mailto:senate@ucr.edu)).

Travel allowances to scholarly meetings follow the rules for TSM awards. The following additional restrictions apply:

1. Academic Senate research funds may NOT be used for:
  - a. Topping up project budget areas already funded by other grants.
  - b. The repair and maintenance of equipment.
  - c. Books, periodicals, publication costs, professional society fees, and charges for telephone, mailing and photocopying, unless properly justified in the application.
  - d. General supplies and expenses normally provided by the department and curricular, administrative and teaching aid studies.
  - e. Intercampus recharges. Funds are not transferable to another campus or university, except for project-specific recharges (noted in the budget justification) for the use of off-campus equipment or facilities.
  - f. Funds cannot be used during periods of unpaid leave.
  - g. Travel to/from sabbatical headquarters and subsistence at sabbatical headquarters.
2. Expenditures exceeding the award amount will not be funded, and are the responsibility of the faculty member.

**\*Please note, there is no end date on award spending for Omnibus RTA and TSM awards.**