

UNLV UNIVERSITY FACULTY TRAVEL COMMITTEE (UFTC) POLICIES AND PROCEDURES

Appointed by the Executive Vice President and Provost (EVP & P), the University Faculty Travel Committee (UFTC) is charged with recommending the distribution of funds to support academic faculty travel and development. The EVP & P supplies funds each academic year and has final authority in the allocation of funds.

Applications are solicited twice a year. The fall application period covers travel beginning December 1 and completed by April 30. The spring application period covers travel beginning May 1 and completed by November 30.

1. GENERAL GUIDELINES

UFTC Application Period	Application Deadline	Period of Travel *
Fall Application Period	Second Tuesday of October ¹	Fall/Spring Semesters (December 1 to April 30)
Spring Application Period	Second Tuesday of March	Summer/Fall Semesters (May 1 to November 30)

- A. Each applicant may be awarded funding from UFTC during only one application period per academic year. Applicants awarded funding during the fall cycle are ineligible to apply for funding in the spring cycle. Applicants receiving an award during the spring cycle become eligible again the following fall when a new academic year commences. For example, applicants awarded funding during the Fall 2017 application period may not apply again in Spring 2018. Applicants awarded funding during the Spring 2018 application period may apply again during the Fall 2018 application period.
- B. Each applicant may submit only one application during each funding period.
- C. Each application may request funding for one trip only, although a trip may consist of multiple stops.
- D. Travel awards must be used for the specific trip detailed in the application. The award cannot be used to fund a different trip. Unused award money must be returned to the EVP & P. Applicants unable to use awarded funds are eligible to apply for funding in the next cycle.
- E. Incomplete applications and any applications that fail to conform to this *Policies and Procedures* statement will not be considered.
- F. The UFTC is not bound to a predetermined formula or funding level. Typically, funds available are significantly less than the total requests. Thus, funding is very competitive.
- G. The UFTC will not consider an application for funding of travel that has already been completed at the time of application or will be completed before the start of the Period of Travel associated with an application.

* Note that the Periods of Travel listed above do not apply to travel during sabbatical/faculty development leave. Faculty applying for travel that will occur during a sabbatical/faculty development leave must submit their application in the application cycle immediately prior to start of the sabbatical/faculty development leave.

¹ In 2021, an application deadline is Second Tuesday in **November**

2. ELIGIBLE FACULTY

The following full-time academic faculty members from the Academic Success Center, Lee Business School, College of Education, Howard R. Hughes College of Engineering, College of Fine Arts, Honors College, William F. Harrah College of Hospitality, School of Integrated Health Sciences, College of Liberal Arts, UNLV Libraries, School of Nursing, School of Public Health, College of Sciences, and Greenspun College of Urban Affairs are eligible to apply for UFTC funds:

- Tenured and tenure-track academic faculty
- Faculty-in-residence
- Research faculty
- Lecturers
- Postdoctoral scholars
- Department chairs / Academic directors
- Assistant / Associate deans

3. INELIGIBLE FACULTY

Faculty members from self-funded professional colleges and schools are not eligible to receive funding from UFTC. These include faculty from the School of Dental Medicine, William S. Boyd School of Law, and the Kirk Kerkorian School of Medicine.

Additionally, the following full-time academic faculty members are not eligible to apply for funding:

- University administrators (e.g., Vice Provosts or Vice Presidents)
- Deans
- Visiting faculty
- Adjunct faculty
- Members of the UFTC

Finally, administrative faculty, part-time academic faculty, graduate students, and undergraduate students are not eligible to apply for UFTC funding.

4. ELIGIBLE ACTIVITIES

Activities eligible for funding from the UFTC include non-local research or creative activity, participation in a professional conference, meeting with project directors of national funding agencies, and other such non-administrative professional endeavors.

5. INELIGIBLE ACTIVITIES

Administrative activities such as recruitment, promotion of a program or department/unit, and attendance at a seminar to develop administrative skills are not eligible for funding from the UFTC.

6. ELIGIBLE EXPENDITURES

Eligible expenditures include airfare, ground transportation, meals, lodging, tuition, and registration fees. Miscellaneous and incidental expenses will be considered on an individual basis. The UFTC abides by the state restrictions on per diem. If you are requesting lodging rates above the state-approved per diem, please provide an accurate estimate of the actual lodging cost and justification for the request (see item 7 of the application form). State per diem rates can be found at: <https://www.unlv.edu/controller/travel-program>.

7. EVALUATION CRITERIA

The amount of funding recommended for a proposal is based on the UFTC's assessment of the extent to which the proposal demonstrates the following:

A. Benefit to applicant

Proposals will be evaluated on their potential to advance applicants' teaching, scholarship, or creative activity.

B. Benefit to campus and community

Proposals will be evaluated on their potential benefit to students and/or to other colleagues. How will this travel help an applicant serve as a better resource to others?

C. Necessity of funding

Proposals will be evaluated on the necessity of funding. In addition, multiple authors of a single paper applying for funds to present the paper must demonstrate the need for more than one author to present the research.

8. ADHERENCE TO THE *POLICIES AND PROCEDURES* STATEMENT

It is incumbent upon the applicant to present a convincing case for funding. Failure to provide a adequate rationale or failure to adhere to this *Policies and Procedures* statement will significantly lower the probability of funding.

9. APPLICATION PROCESS

Applicants for UFTC funding must complete the online application form. A sample form is available on the UFTC website (<http://www.unlv.edu/provost/committees/uftc/>) to help applicants with gathering necessary information prior to completing the online form. All applications must be submitted through the online portal by the published due date.

The UFTC strives to have recommendations made to the EVP & P within several weeks of the application deadline. Applicants can expect to receive funding decisions sent via email before November 10² for the fall application cycle and before April 10 for the spring application cycle.

10. DISBURSEMENT OF TRAVEL AWARD

Customary University operating procedures will be followed in the disbursement of awards. The Office of the EVP & P will transfer funds for UFTC awards to the appropriate Dean's office for distribution.

11. UNUSED TRAVEL FUNDS

It is the award recipient's responsibility to ensure that any unused award money is returned to the EVP & P. This includes, but is not limited to, unused funds due to COVID-19 related cancellations.

12. INTERNATIONAL TRAVEL

International travel should follow the [International Travel Policy](#) and procedures. Faculty traveling abroad must also comply with the Board of Regent's policy on International Travel, Title 4, Chapter 23 and travel must be approved by the [Travel Risk Assessment Committee \(TRAC\)](#).

² For Fall 2021, funding decision will be sent via email by December 13