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University of Florida - College of Liberal Arts and Sciences
Faculty Guidance on Short-Term Travel Awards
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This guidance document explains how faculty members should apply for and report on short-term travel awards made by external funders to enable individual researchers to facilitate work away from UF. Variously called "travel-to-collections fellowships," "research fellowships," "travel grants," "library grants," etc., these awards are paid directly to researchers to cover the costs of travel, lodging, and/or incidentals during work at a named institution or event. Processes described here are limited to awards that meet these criteria, which are elaborated further below. Send any questions about this guidance to the CLAS Associate Dean for Research (ADR) at clasadr@clas.ufl.edu.

Overview

The University of Florida recognizes the value short-term travel awards offer to researchers across a range of disciplines. If these awards are paid directly to the researcher, applications are not required to go through the UFIRST proposal management system. Nevertheless, because they involve employees in contractual, remunerative relationships with other entities, UF has some oversight responsibilities for faculty funded by such awards, and awardees are required to make them known to UF. The financial and legal dimensions of external awards are typically managed by submitting proposals through UFIRST prior to applying. By contrast, recipients of short-term travel awards use Travel Authorizations for this purpose after they receive an award.

Short-Term Travel Awards Defined

For the purposes of this guidance, short-term travel awards are small-dollar awards (less than $10,000) made directly to the individual researcher, who takes responsibility for the potential tax consequences. Such an award of funds should be distinguished from after-the-fact reimbursement for adequately documented work-related travel expenses.

Other characteristics of short-term travel awards include:
• Support for travel, lodging, and/or incidentals in support of research at a specific repository, archive, or other institution, or participation in a specific research-related event.
• Support for open-ended research with no set deliverable to the funder
• The budget, if required, includes only travel, lodging, and incidentals
• Short award periods (generally 1-8 weeks) with flat-rate or time-determined funding, e.g., "an award of $3,000" or "$1,000 per week for 2–4 weeks."

This type of award **does not** fund:
• Any form of stipend, salary, or teaching replacement
• Materials and equipment, payments to other personnel (research assistants, translators, etc.), or teaching replacement
• Laboratory or animal/human subject research
• An institution-based residential component.

Application Process

Short-term travel awards that meet the above criteria require no UF involvement at the application stage. Researchers submit applications directly to the funder and receive payment directly from the funder. If you apply for a short-term travel award but receive no funds, no further action is required.

Applications for long-term fellowships that replace salary (for example, ACLS, National Humanities Center, and NEH Fellowships) must receive prior approval as described in the *CLAS Faculty Fellowship Policy*.

Note: If an award solicitation mentions that the award replaces salary or teaching, or you are concerned about the tax implications of receiving payment directly, you should process your application either as a proposal through UFIRST or as a faculty fellowship as described in the *CLAS Faculty Fellowship Policy*.

Process upon Receipt of Award

Research conducted under a short-term travel award should not conflict with assigned effort. Research pursued in a manner that interferes with your instructional, service, or other research responsibilities at UF constitutes a Conflict of Commitment and is not permitted.

A Travel Authorization (TA) is the formal mechanism used to ensure that travel conducted under a short-term travel award is approved to be part of your UF professional activity.

Researchers in units that partner with CLAS Shared Services should follow these steps:

1) At least two weeks prior to departure for a research trip funded by a short-term travel award, send an email ssc-fiscal@clas.ufl.edu with the following in the body of the message:

   I am preparing to take a research trip to [location(s)], departing on [date] and returning on [date]. This trip will be funded by a travel award to me personally from [name of funder] (not by a UF sponsored project). I request a Travel Authorization for comp travel. Please advise on next steps.

   A fiscal services specialist will contact you to complete your request and enter your research trip into the UF system. As a result, your travel will be covered by UF insurance, and your research will be an "inside activity."

2) When your research trip concludes, email ssc-fiscal@clas.ufl.edu, inform them that you have finished your comp travel, and ask them to close your TA.

Researchers in units who do not partner with Shared Services should follow the same process with the unit administrator who oversees travel.

Note: If you will be traveling abroad, then *before* beginning the process above you must register your trip as outlined at https://internationalcenter.ufl.edu/travel/online-travel-registration. If you will be traveling with a UF-owned item (e.g., your UF-owned laptop, tablet, or hard drive), you must also visit the myAssets Portal to submit a foreign travel request prior to departure.

Reporting Your Short-Term Fellowship

UFOLIO: When registered via a Travel Authorization, research that meets the above criteria and is funded through a short-term travel award is considered an "inside activity" and thus does not require disclosure in UFOLIO.

Faculty Annual Activities Report: Short-term travel awards should be reported as external research funding. You should report all applications, whether or not they resulted in awards.

Tenure and Promotion and *Post-Tenure Review:* Short-term travel awards should be reported in your packet by inserting them manually in the section devoted to external research funding.