

INTERCAMPUS RESEARCH TRAVEL

Limited funds are available for the purpose of encouraging cooperative use of the library (including the Huntington Library) resources, research facilities, and field stations of the University, and for encouraging the exchange of various cultural and artistic activities and exhibitions, academic lectures and symposia, and other special events.

A. Eligibility

1. All officers of instruction are eligible.
2. Graduate students who require access to facilities at other University campuses for their dissertation research are eligible and will be supported as funds permit.

B. Use of Funds

1. Only grants requesting the least expensive possible mode of transportation will be approved.
2. Grants may be made to assist with travel costs and living expenses (subsistence of \$50 per day up to a maximum of five days is allowable, funds permitting).
3. Two types of research use are intended, and will be supported in the following order of priority: first, short-term visits to other campuses; second, relatively long-term (one or two months) intercampus visits. Summer grants for graduate students will not be approved unless there is compelling justification.
4. For conferences to which UCSC faculty are invited contributors, the sponsoring campus will normally support travel and subsistence costs of the participants. When the travel is primarily in the interest of the UCSC faculty member as an attendee, support should be sought from this campus.
5. Intercampus funds may not be used to support participation in courses.

C. Application Procedures

1. Applications should be made well in advance of the planned trip.
2. Application for travel support is made on the Travel Request Form available at <http://senate.ucsc.edu/cor/>.
3. The completed application, signed by the applicant, the chair of the applicant's department, (and faculty sponsor for graduate students), is submitted to the Committee on Research, c/o the Academic Senate Office. The completed application should include:
 - a. A letter from the applicant specifying the nature of the proposed activity, the University facility to be visited, and the importance of the visit in relation to the proposed research.
 - b. An itemized list of anticipated expenses.

D. Post Travel Forms (Follow the procedure outlined for scholarly meeting travel.)