

**Committee on Research
Scholarly Meeting Travel (SMT) Program
Frequently Asked Questions**

What is the difference between the \$650 award and the \$1000 award?

You are eligible to apply for \$1000 only once every three years. Two fiscal years have to have elapsed since your last \$1000 award. You are eligible for \$650 every year unless you are awarded the \$1000 amount. Only one trip per year is allowed.

I'm a new faculty member. Am I eligible right away for the \$1000 allowance, or do I have to be here two years first?

You are eligible for the \$1000 as soon as you become a Senate member. Two complete fiscal years have to have elapsed without using the \$1000 allowance to become eligible for it again.

Can I combine funds from my FRG with SMT?

If you are giving a paper at a conference on the same trip when you will be doing your research, you may combine funds.

I was awarded \$650 for my trip but I'm still waiting for my check. What happened?

COR only makes the awards; funds are transferred to your division business office. You send your post-travel form and receipts to them, and they will then process for your reimbursement. Contact your division business office for questions about travel processing.

My graduate student is a co-author on the paper I'm presenting at a conference. Can SMT funds be used to take both of us there?

No, SMT funds are for the use of Senate members only.

Why don't faculty just get an annual allowance for SMT that they can spend or accrue as they wish?

COR funds are not sufficient to distribute evenly among all faculty. With the amount COR spends on SMT divided by the current eligible faculty, each member would only receive \$180.

Will SMT funds run out at the end of the year? How early should I apply?

COR has been able to fund all requested eligible travel requests in recent years, so you may apply when you know for sure you will be presenting a paper at a conference. COR cannot, however, retroactively fund travel after a fiscal year has ended (after June 30).

I'm eligible for \$1000. Can I use it for two trips @ \$500 each?

No, COR policy allows for support of only one trip per year.

In my field, the main conference that I need to attend each year only accepts papers for presentation once every three years from individual members. Can I still be funded to attend?

Yes, by asking your Chair to write a short letter to the Committee stating that your attendance at the conference is essential to your scholarship in the field.

Is the \$1000 just for foreign travel?

No, the \$1000 award may be used for any trip.

I need to go to the Huntington Library. Can I use SMT funds for this?

COR has a small pool of \$ set aside for Intercampus Research Travel. This is for any research-related activity at any of the other UC campuses or research stations. You're eligible to apply for one such trip a year. You complete the same travel request form.

I haven't used COR funds for several years. Would you fund more than one trip for this year?

No, the policy is that COR supports no more than one trip per year.

What do COR SMT funds pay for?

Allowable expenses are airfare, transportation, parking, lodging, and conference registration.

My trip bridges two fiscal years (I leave in June, come back in July). Which year's travel should I apply for?

If you haven't applied for a trip in the current year, do that. Then you will still be eligible for another trip July 1 – June 30th in the new year. If you have used your allowance, you'll have to ask for next year's travel.

I received an intercampus travel grant this year. Am I still eligible for the SMT program?

Yes, the programs run independently. You are eligible for one trip per year in each.

It ended up that I wasn't able to go to the conference. Can I carry forward the funds for next year?

No, your division business office will return the funds to COR. When you have travel plans for next year, you may submit a new travel request.

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