



January 14, 2022

To: Tenured (effective July 2021) Members of the Riverside Division of the Academic Senate

From: Weixin Yao, Chair  
Committee on Research

Re: Call for 2022-2023 Omnibus Research and Travel Grants (TO & RTA)

The submission deadline for all applications is  
**MONDAY, MARCH 14, 2022 – 11:59 pm**

**NO LATE APPLICATIONS WILL BE CONSIDERED**  
**Applications must be written for a general Audience**

*\*COVID-19 Expense Exceptions apply to all 22-23 Travel Grants\**

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

<https://senate.ucr.edu/rsenate/grants>

If you experience 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, since failure to follow will result in a error message.

**Purpose:**

Omnibus Grants are intended to provide research and/or travel funding to Academic Senate faculty members.

**Eligibility:**

All members of the Riverside Division of the Academic Senate are eligible to apply.

**Funding:**

Travel Only grants (TO) are automatically awarded at a set amount lower than the competitive awards. Award amounts will be adjusted based on budget availability. Research and Travel grants (RTA) are competitive and awarded based on the quality of application and budget availability. Unsuccessful Research and Travel applications will be awarded an equivalent amount to Travel Only awards.

**Guidelines:**

Please note the following guidelines.

1. You may ONLY submit 1 omnibus award type [TO or RTA] and 1 non-omnibus award [CoR, RFF, RFD].
2. If awarded a Committee on Research Grant (CoR), Regents Faculty Fellowship (RFF), or Regents Faculty Development (RFD) of \$5,000 or higher, the Omnibus Travel funding will not be awarded.
3. Omnibus funds can be carried forward year to year and has no expiration date.

**Submitting an Application:**

There are two types of Omnibus awards.

- **Travel Only Awards (TO)** are granted automatically based on fully completing the online application but typically at a lower funding level. No attachments are required.
- **Research and Travel Awards (RTA)** are granted competitively based on the quality of the application. Fund amounts will vary based on the availability of funds.
  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 and is uploaded at the end of the application.
  2. Proposal Narrative: This should contain the project description understandable by a general academic audience. The limit is **1 page**, excluding any citations, which can be listed on the second page. If you receive 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.

\*Applications that DO NOT meet with the length and formatting instructions will not be considered.\*

## Guidelines and Limitations 2022-2023

### Guidelines for Travel Only (TO) 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. Funds do not expire.

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

Funding will be provided at different levels up to \$1,800 depending on funding availability. 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. Unsuccessful Research and Travel grants competitive applications will be awarded equivalent amount to the Travel Only grants that will be adjusted based on budget availability

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. Projects 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 TO and RTA awards.**

### **COVID 19 Expense Exceptions for Travel Related Funds:**

- Online Conference Registration Fees
- Guest Speaker Honorarium
- Editing Assistance
- Research Related Equipment
- Survey Data for projects
- Graduate Student Research Stipends
- Archival Data
- Research Assistant
- Professional Membership fees
- Staff research support

While this is not a comprehensive, for more specific exception requests or questions please email Senate Programmer and CoR Analyst Travis Gutierrez ([travis.gutierrez@ucr.edu](mailto:travis.gutierrez@ucr.edu)) for committee review.