

## **POLICY ON TRAVEL SUPPORT FOR RESEARCH STAFF**

### **Purpose:**

To simultaneously maintain fiscal responsibility and acknowledge the contribution of research support staff to department's research investment.

### **Definition of Research Travel:**

Research travel is defined as:

Travel to present research data in the form of an abstract, oral or poster presentation

Travel to meet with specific individuals involved in a collaborative research project

### **Criteria for Policy Inclusion:**

Traveler:

*must* be the presenting author; others not considered for inclusion

*must* present data at Department Research Discussion within 3 months of travel return

Traveler's Supervisor:

*must* certify in memo that traveler's attendance will be an asset to data presentation and/or traveler will be an active contributor to meetings

Data Presented:

*must* be associated with ongoing project, presentation of preliminary data which will lead to grant submission, or part of a funded collaborative research project, or preliminary meeting for the purpose of submitting a collaborative project

*must* be submitted to a journal for publication; a journal supplement of all abstracts presented at meeting does not qualify

*must* be submitted for grant application within 6 months of travel, if data presented is not part of an ongoing funded project

Funding:

travel associated with a specific grant must use grant funds

### **Procedure for Obtaining Funds:**

Traveler's Supervisor:

submits request for funded travel to Associate Chair for Research 6 weeks prior to meeting

Associate Chair:

reviews requests, approves or denies request, or requests more information

Research Administrator:

facilitates travel/funding mechanisms

Traveler:

works with program secretary to book flights and arrange travel

### **Effective Date:**

Immediately.

**Detailed Policy is Attached**