

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

### **PURPOSE**

The purpose of this policy is to:

1. acknowledge the place of research as an investment to the department, school and university;
2. distinguish travel for interest and education, from travel for research investment purposes;
3. identify department funds from which research support staff may travel for research investment purposes;
4. identify procedures for requesting research travel funds;
5. identify traveler's responsibilities associated with traveling on department funds;
6. ensure compliance with University, Federal and other regulatory bodies regarding reimbursement for travel (Standard Practice Guide 501.4-1).

### **DEFINITION OF RESEARCH TRAVEL**

The Department of Anesthesiology recognizes research as an investment to the Department of Anesthesiology, the Medical School and the University of Michigan. Travel is necessary to maintain, publicize and expand a research program. In addition, travel associated with a grant application, or part of an application, and research presented in the form of preliminary results or that which will contribute to completion of specific aims of a funded application, also constitutes an investment. For the purposes of this policy, research travel is defined as either 1) travel to present research data in the form of abstract, oral or poster presentation, or 2) travel to meet with specific individuals involved in a collaborative research project. Travel for educational or interest is excluded from this policy. This policy applies to non-Principal Investigator research support staff travel.

### **CRITERIA FOR POLICY INCLUSION**

For departmental funding of research support staff to be considered, the following criteria must be met:

1. The traveler must be the presenting author. Other contributors will not be considered for inclusion in this policy.
2. Data presented must be associated with an ongoing project. If travel does not fulfill this criterion, either items 3 or 4 must be met.
3. Data presented must contribute to preliminary data or to completion of specific aims of a pending application for funding in which the traveler will be a major contributor. If travel does not fulfill this criterion, either items 2 or 4 must be met.
4. The primary purpose of travel must be a requirement of a collaborative research project, and travel must be specifically identified as part of the project, either presently funded or for the purpose of submitting a program project or collaborative project. In addition, individuals with whom the meeting takes place must be readily identifiable. If travel does not fulfill this criterion, either items 2 or 3 must be met.
5. If travel is associated with a specific grant, funds from the grant's travel budget must be exhausted prior to consideration of departmental funding.

6. Presentation of data which will be used for preliminary data in or with specific aims of a grant application, must be submitted to a journal for publication. A journal supplemental of all abstracts presented at the meeting does not fulfill this requirement.
7. Information from meetings attended or data presented, which are not identified with an ongoing funded project, must be submitted with a grant application referring to these data within 6 months.
8. If the purpose of travel is to present data, the traveler must also present the data at a department Research Discussion within 3 months of travel return date.
9. Supervisor must be assured that traveler's attendance will be an asset to data presentation and/or the traveler will be an active contributor to meetings. Traveler is expected to maintain the dignity and integrity of the department, school and university's research programs and to act as an ambassador from these employing entities.

#### PROCEDURE FOR OBTAINING FUNDS

The Department of Anesthesiology will reimburse research support staff members for research travel if the formal approval process has been completed. The process for initiating approval and subsequent responsibilities are as follows:

1. Senior staff members will submit a request for department funded travel to the Associate Chair for Research. The traveler must be the senior staff member applying for travel support on behalf of him or herself, or a junior staff member who reports directly to the senior staff member (submitter). The formal request will identify: a) the traveler's name and title, b) title of the meeting, c) the sponsoring organization, d) purpose of the meeting, e) the dates and time of travel, f) the role traveler will play during meeting, g) budget for expenses, h) justification for reimbursement from department funds, and i) details for all inclusion criteria (items 1-8 must be addressed). The request will be formatted in the form of a letter to the Associate Chair for Research.
2. To obtain best airline travel fares, the request must be submitted 6 weeks prior to date of travel.
3. The Associate Chair for Research will review the letter and either approve or deny the request. Alternatively, the Associate Chair may request additional information from the requester.
4. If the travel request is approved, the Research Administrator will be notified for the purposes of arranging funding, acting as a liaison for funding mechanisms and university travel policies, and tracking expenses. Travel advance requests will be submitted to the Research Administrator.
5. If travel request is denied, the Associate Chair for Research will notify the senior staff member/requester with an explanation.
6. If Associate Chair for Research requires additional information, the originating requester will submit information within two days.
7. The traveler will work with research program specific secretaries to organize travel arrangements. Travel advances must be obtained by Research Administrator.
8. Within 25 calendar days of travel return date, traveler will submit a travel expense report to the Research Administrator for processing. Research Administrator will review expense report, edit if necessary, and submit through regular processing channels.

SUMMARY

Adherence to this policy and deadlines identified herein are required by all research personnel. This policy will maintain the Department of Anesthesiology's financial integrity, demonstrate responsibility for resources, distribute resources fairly, encourage junior staff member involvement in grant submissions and scholarly activities, and enhance the professional development of staff members.