

COS Faculty Travel Fund Guidelines

The travel funds available from the College of Science's Dean's Office come from the Provost's Office. Continuing in FY20, the Provost's Office is requiring matching funds be supplied by the recipients travel fund recipients.

Below is a simplified breakdown of these matching fund requirements:

- For Tenure/Tenure Track (T/TT) Faculty, the matching requirement is one-to-one, with a maximum award amount per trip of \$750.

New in FY20: For pre-tenure tenure-track faculty who do not have start-up or other funds available, the requirement for a 1:1 match can be waived by the Dean, thereby enabling a maximal award of \$1,500 in this special circumstance. This option can be requested on the COS Travel Fund Request Form.

- For Non-Tenure Track (NTT) Faculty and Teaching Intensive (TI) Tenure/Tenure Track Faculty, the matching requirement is one-to-two, with a maximum award amount per trip of \$1,000.

New in FY20: For NTT faculty for whom there are not matching local sources available, the matching requirement can be waived by the Dean, thereby enabling a maximal award of \$1,500 in this special circumstance. This option can be requested on the COS Travel Fund Request Form.

Funds to satisfy the travel funds matching requirement should be supplied from faculty resources such as grants, F&A, or endowments. Faculty should consult with their Chair if they need additional funds for their match.

The Provost's support for NTT and TI T/TT faculty travel is continuing. In addition to the matching requirement, after attending a conference or meeting, the faculty member must coordinate a workshop or a brown bag seminar to share with other faculty colleagues what was learned at the meeting and to disseminate best practices. Teaching and Learning Services and the Faculty Center can help to support the workshop/brown bag seminar. For further details see [Provost Travel Allocation Memo](#).

Application for COS travel funds may be made by submitting the COS Travel Fund Request form located in the download area of the COS Faculty & Staff Resources webpage, www.utsa.edu/sciences/faculty.

The Travel Fund Request form requires trip information, the source and amount of matching funds, the applicant's signature, and their Chair's signature. This form should be submitted to Cheryl Negrete at cheryl.negrete@utsa.edu for review and processing. Applicants will receive notice within approximately one week regarding the status of their request.

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