

### Guidelines for travel/research funds AY 18-19/FY 19

All members of ICS were reserved an amount that can be used for research and/or professional development. You should have received an email indicating the amount. Because one of the goals of the university and college is to raise the profile of our outstanding faculty, these funds are meant to be used primarily and directly to develop and broaden either your research or your professional network outside of Texas A&M. The funds should **primarily** be used to support travel for conferences (e.g., conference fees, hotels) or research (e.g., visiting an archive). These funds can also be used for research-related expenses that are not travel-related (e.g., access to an online archive that the Libraries don't have access to; paying a service to scan documents at an archive without you traveling there; book subvention fees). These funds can be used to purchase books, equipment, and other research supplies. All expenditures will be reviewed before they are approved.

Below are some guidelines for using these funds:

- (1) Two calls for use of funds will occur. The first is due December 1. The second is due April 1. If you do not submit for the December 1 call, you can submit for the April 1 call but there is no guarantee that you will be allotted the same amount as you were initially reserved. You can indicate a travel or research plan well in advance (e.g., can put a June conference on the December 1 call), even if you are not certain that you will attend.
- (2) If you need more than has been allocated, you're welcome to include that on the form for the December 1 call, but you will still need to complete a second call to officially request the additional funds.
- (3) If you change your mind and decide not to use your funds after completing the call, please let the Executive Director know as soon as possible. This is so we can redistribute funds to other travelers or to programming.
- (4) The funds must be used for ICS research/travel. If you happen to do research that is unrelated to ICS, you cannot use the funds for that. Note that this does NOT mean that you have to attend a conference like the African Studies Association annual conference. You can attend a conference in your other discipline so long as the purpose is related in part to ICS.
- (5) You can use these funds and other funds for the same conference or research project. As a reminder, you CANNOT be reimbursed for the same costs twice. This is against the law.
- (6) You must complete a CONCUR request before traveling. The request should be completed at least 3 weeks before traveling. Additionally, you need to submit your reimbursement request no later than 30 days after traveling.

- (7) If you are planning to travel AFTER May 1, please work with Annette Jackson to complete your CONCUR travel request so your travel money is encumbered (i.e., marked with a budget line item indicating that it will be spent) and not swept over the summer.
- (8) You can use your funds to pay dues in a society that is linked to the interdisciplinary program. For example, membership in the American Psychological Association will not be approved, but dues for APA's Division 35 Psychology of Women will be approved.
- (9) Ultimately, the expenditure of funds must benefit the university, through your efforts to complete research and/or attend a conference for presentations or professional development.