

BAYLOR UNIVERSITY FACULTY TRAVEL ASSISTANCE GRANT PROGRAM GRANT PROGRAM GUIDELINES

EXECUTIVE SUMMARY

The travel assistance grants program provides matching funds to help defray the cost of travel to meet with funding agency program officers to promote the development of new or expanded research programs at Baylor.

ELIGIBILITY

All tenured or tenure track Baylor faculty are eligible to apply. A faculty member is eligible to receive a travel award for one trip per fiscal year.

SUBMISSION PROCEDURES

To apply for a travel assistance grant, [click here](#) to fill out the online form.

PROGRAM RESTRICTIONS

Funding is only provided for travel to meet with funding agency program officers. Travel to conduct research or present results of research is not available through this program.

Faculty must request funding 30 days in advance of the proposed travel. Funds must be expended within the fiscal year for which they are awarded.

BUDGETARY CONSIDERATIONS

Non-OVPR Contribution

The OVPR will provide up to 50% of approved travel costs, with the other 50% to be provided by the home department or other sources.

Travel

Travel advances are not allowed. Travel expenses must be paid by department funds, purchasing card or personal credit card, then reimbursed upon submission and approval of expense reports and final report.

The only exception to the above is airfare arranged and paid for through a Baylor travel agency. An approved [Travel Agency Authorization Form](#) signed by the department and the OVPR is required prior to scheduling prepaid travel.

All travel funded under this program must be conducted in accordance with the [university's travel policy](#).

AWARD CONDITIONS

Meeting with Vice Provost

Awardees are required to meet with the Vice Provost for Research before traveling.

Final Report

Awardees must submit a written summary (final report) of their meetings upon return to Baylor. These reports must be submitted before funds will be released for reimbursement. [Click here](#) to access the final report form.