From: Franklin College Dean
To: Franklin College Deans Office: DNO - FC-Heads; Franklin College Deans Office: DNO - FC-Dirs
Cc: Jamie K Kreiner; John B
Subject: Travel funding in FY24
Date: Friday, July 21, 2023 9:24:21 AM

Good morning,

I write to let you know of the college's plans for faculty travel funding in FY24:

1. **Departmental travel allocations.** The Franklin College will once again make lump sum allocations of travel funding to each department. This year we will allocate $700 per tenure-track faculty member and $350 per Lecturer or Academic Professional. The lump sum travel allocations for tenure-track faculty will be made in two parts: the first half will be distributed to your units in early August, and the second will be distributed in January 2024. A separate allocation for Lecturers and Academic Professionals will be made in one lump sum. Any unspent funds will be returned to the college in mid-June 2024.

   Department heads will be responsible for allocating these travel funds in a transparent fashion that best benefits their program. Funding priorities will vary by discipline; some important factors to consider include the support of Assistant Professors working toward tenure; the significance of the conference and the type of participation of the faculty member (with preference given to the presentation of scholarly papers or creative work); and the impact of travel on prospective research funding, publication or performance opportunities. While these travel allocations are based on budgeted faculty FTE in each unit and intended primarily for faculty travel, you may use a portion of this funding for graduate student travel. More information about university-level support for postdoctoral and graduate-student travel is available through the Office of Research (https://research.uga.edu/opa/wp-content/uploads/sites/15/2023/06/PDTP-Guidelines-6-2023.pdf) and the Graduate School (https://grad.uga.edu/funding/travel-grants/).

2. **International travel.** The Provost's Office will again provide up to $2,000 in matching funds for international travel requests for full-time faculty. The Franklin College will contribute up to $500 toward that match; departments will be responsible for identifying the remaining funding needed to secure the Provost's match and any additional costs of international travel requests. This remaining funding may include funds from grants, IDC funds, First-Year Odyssey funds, professorship funds, support accounts, and the departmental travel allocation from the college. For example, for a $2,000 trip, the Department/College/Provost amounts would be $500/$500/$1,000; for

a $4,000 trip, the amounts would be $1,500/$500/$2,000. There is also a **new** opportunity for faculty to apply for additional funds up to $500 to support a connected visit for the purpose of developing joint research, recruiting graduate students, or facilitating new institutional collaboration. More details at https://globalengagement.uga.edu/international-travel-funds.

For all international travel funding requests, please use the Provost's FY24 International Travel Funds Form: https://globalengagement.uga.edu/images/documents/finance/FY24-travel-funds-form.pdf. These requests should be approved by department heads and sent to John Boroski (johnjohn@uga.edu). Requests are reviewed monthly by the International Studies Committee and forwarded to the Office of Global Engagement for approval and matching funds. For questions or inquiries regarding Franklin College support for international travel, please contact John Boroski at johnjohn@uga.edu.

Best,

Anna

Anna Stenport
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