Travel Grant Application Questions
ACADEMIC SENATE eGRANTS

SECTION 1: APPLICATION

The *Application* section is presented when the *Create Grant Application* action is initiated. Your responses to the following questions are used to create a new electronic application.

NOTE: An application type cannot be changed after the application is created. If you inadvertently create the wrong type of application, you must delete it and create a new one.

Question 1	
Text:	Please provide a name for your application.
Input Type:	Text
Required:	True
Description:	A non-unique name of your choosing that will allow you to distinguish this application from any other applications you create

Question 2	
Text:	Please select the type of grant you are applying for.
Input Type:	Drop-Down List (Single Selection)
Required:	True
Description:	The type of grant you are applying for. Options include: - General Campus Intercampus Exchange Grant - General Campus Research/Bridge Grant - General Campus Travel Grant - Health Sciences Research/Bridge Grant - Health Sciences Travel Grant - Marine Sciences Research/Bridge Grant - Marine Sciences Travel Grant

SECTION 2: PREPARER

The *Preparer* section enables you to indicate whether you are preparing the application on your own behalf, or whether you are preparing the application on behalf of another eligible grant recipient. In the latter case, you will also be asked to identify the applicant.

Question 1	
Text:	Are you preparing this application on behalf of someone other than yourself?
Input Type:	Radio Button
Required:	True
Description:	An indication of whether you are preparing the grant proposal for yourself or someone else. Options include: - Yes, I am preparing this proposal for someone else - No, I am preparing this proposal for myself

Question 2	
Conditional (*Yes, I am preparing this proposal for someone else*)	
Text:	Please select the name of the applicant.
Input Type:	Autocomplete (Textbox with Filtered Result Options)
Required:	True
Description:	The name of the applicant. You may enter the applicant name as {last name} {first name} or {first name} {last name}, but the filtered results displayed below the text box will be shown as {first name} {last name}. Click on the target name in the filtered results to select the applicant.

SECTION 3: APPLICANT IDENTITY

The *Applicant Identity* section displays the name, title, and contact information for the applicant identified in the *Preparer* section. You are not required to provide any additional information in this section for travel grant applications.

SECTION 4: GENERAL INFORMATION

The *General Information* section requires you to provide general administrative and financial information about your travel expenses including your fund manager, the event start date of your most recent travel grant (if any), and any additional funds you can allocate towards your travel expenses.

Fund Manager	
Text:	Please select the departmental fund manager who would be responsible for an award resulting from this proposal:
Input Type:	Autocomplete (Textbox with Filtered Result Options)
Required:	True
Description:	The name of your fund manager. You may enter your fund manager name as {last name} {first name} or {first name} {last name}, but the filtered results displayed below the text box will be shown as {first name} {last name}. Click on the target name in the filtered results to select your fund manager.

Last Travel Grant Event Start Date	
Text:	If applicable, please specify the start date of the event for which you received your last travel grant:
Input Type:	Date
Required:	false
Description:	The start date of the event for which your received your most recent Academic Senate travel grant

Additional Funding Sources	
Text:	Do you have any honoraria, grants, or other funding sources available to defray travel expenses?
Input Type:	Radio Button
Required:	True

Description:	An indication of whether you have additional funding sources that you may utilize for travel expenses. Options include:
	  • Yes, I have other funding sources
	  • No, I have no other funding sources
	
	IF YES
	You will be required to provide the following information about each of your additional funding sources (minimum of one):
	
	  • **Funding Source (Text):** Descriptive name of the funding source
	  • **Amount Available (Currency):** Dollar amount available for travel expenses

SECTION 5: EVENT INFORMATION

The *Event Information* section requires you identify the sponsor, start date, and location of the event. You will also need to provide the title of your paper or presentation and upload documentation that verifies your event participation.

Question 1	
Text:	Please provide the name of the professional society that is sponsoring your event:
Input Type:	Textbox
Required:	True
Description:	The name of the event sponsor

Question 2	
Text:	What is the start date of your event?
Input Type:	Date
Required:	True
Description:	The event start date

Question 3	
Text:	Where is your event taking place?
Input Type:	Textbox
Required:	True
Description:	The location of your event (city, venue, etc.)

Question 4	
Text:	Please provide the title of your paper or presentation:
Input Type:	Textbox
Required:	True
Description:	The title of your paper or presentation

Question 5	
Text:	Please provide documentation that verifies your participation in this event:
Input Type:	File Upload
Required:	True
Description:	A document verifying your participation in the event (program listing, sponsor's acceptance letter, etc.)

SECTION 6: AIRFARE INFORMATION

The *Airfare Information* section requires you provide information on your flight and the travel agency you used via the following form fields:

Flight Origin	
Input Type:	Textbox
Required:	True
Description:	The city from which your flight departs

Flight Destination	
Input Type:	Textbox
Required:	True
Description:	The city to which your flight arrives

Quoting Agency	
Input Type:	Textbox
Required:	True
Description:	The name of the travel agency through which you received your airfare quote (Southwest, Expedia, Balboa, etc.)

Agency Phone Number	
Input Type:	Textbox
Required:	False
Description:	The phone number for your travel agency

Airfare Quote	
Input Type:	Currency
Required:	True
Description:	The dollar amount of your airfare quote

Documentation	
Text:	Please provide a written airfare quote:
Input Type:	File Upload
Required:	True
Description:	Documentation that verifies your airfare information

SECTION 7: CONFIRMATION

The *Confirmation* section enables you to view all of your application responses in one screen prior to submission.   You can jump to any section to make edits by clicking the Edit link in the top right corner of the section. There is an additional *Comments* section at the bottom of the confirmation screen that identifies the next recipient in the application approval hierarchy and allows you to provide a comment for that approver. If you are the applicant (i.e. not preparing the application for someone else), you will be required to check a box certifying that the information in your application is accurate and complete. You may then click the *Submit* button to formally submit your application.

NOTE: You are not required to prepare and submit your application in one session. You can leave your application in the draft state by clicking the Home link on the page title bar. The application will be listed in the *Drafts* application queue on the eGrants home page, and the Edit option will be available until the application is submitted.