

Travel Awards Policy

Introduction and Contents

NCURA Region V provides a variety of awards and other recognition to encourage continuing professional development and service to the larger research administration community. These awards provide a variety of benefits to the recipients and their institutions.

First, in attending the meeting for which the award is received, recipients will have opportunities to gain valuable professional development/education and to network with others in the field of research administration. The recipients will also be able to share the information learned in the sessions with others in their home institutions. Finally, award recipients and their institutions will receive recognition at the business luncheon and in national/regional communications.

Details on each of the awards is provided on the following pages:

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Quinten S. Mathews Regional Travel Award

In 1983, NCURA Region V honored Quinten S. Mathews by naming the regional travel award after him. Mr. Mathews, who worked at The University of Texas at Arlington, served as Chair of Region V from 1978-1979.

The Region V Travel Awards Committee may select one or more individuals to receive the Quinten S. Mathews Regional Travel Award to reimburse actual travel expenses (registration, transportation, lodging, and/or meals) to attend the Region V Annual meeting. The Travel Awards Committee will select award recipients based on their need for support and the benefit to the nominee, their home institution, and NCURA Region V. Self-nominations will be accepted.

Eligibility Criteria

Nominees for the Quinten S. Mathews Regional Travel Award must:

- Currently work as a research administrator at an institution located in the Region V geographical area (Oklahoma and Texas);
- Be new to research administration (i.e., within their first three years in the field); and
- Not have previously attended an NCURA-sponsored conference or meeting of the membership, though participation in NCURA traveling workshops (e.g., *Fundamentals of Sponsored Projects Administration*) or NCURA webinars does not preclude eligibility.

Nominees/award recipients for the Quinten S. Mathews Regional Travel Award are *not* required to be members of NCURA.

Award Requirements

Nominees must provide a written statement demonstrating how the Award will benefit the nominee and their home institution, and the nominee's home institution must provide at least one letter of support. Additionally:

- The nominee and/or the institutional support letter(s) must demonstrate that the applicant has secured their manager or supervisor's approval* to attend the meeting.

**If meeting attendance would be on the individual's personal time outside of university support, this should be indicated in the nominee's letter.*

- Selected recipients must accept or decline the award within 5 business days of award notice.
- The nominee's statement and/or support letter(s) must confirm that the nominee or the nominee's home institution will cover the balance if the actual cost of attendance exceeds the maximum award available. Region V will only reimburse actual travel costs incurred, even if the cost of attendance is less than the published maximum award.
- Payment of award/reimbursement process:

- Upon issuing the notice of award, the Travel Awards Committee will provide the recipient and the point of contact at the institution with instructions on the invoicing and reimbursement process. The recipient or their institution must submit an invoice for reimbursable expenditures, not to exceed the maximum award, to the Region V Treasurer within **30 days** of the regional meeting's end.
- Region V **request** reimbursement be invoiced through the recipient's institution. The invoice must include a copy of the recipient's institutionally approved travel expense report and list of itemized expenses with copies of their receipts submitted via email to the Region V Treasurer
- Upon receipt of a final and complete invoice with backup documentation, the Region V Treasurer will issue a check to reimburse their institution.

Award recipients are responsible for registering for the conference, making hotel reservations, and arranging for transportation. NCURA Region V will not comp the registration in lieu of payment of the award.

Recipients or their institution must cover travel expenses until NCURA Region V provides reimbursement following attendance at the meeting. Recipients who do not attend the meeting cannot be reimbursed for expenses incurred.

Experienced Member Regional Travel Award

To provide experienced research administrators with limited travel budgets the opportunity to attend the Region V Annual meeting, the Executive Committee approved the addition of a new Experienced Member Award in 2020.

The Region V Travel Awards Committee may select one or more individuals to receive the Experienced Member Regional Travel Award to reimburse actual travel expenses (registration, transportation, lodging, and/or meals) to attend the Region V Annual meeting. The Travel Awards Committee will select award recipients based on their need for support and the benefit to the nominee, their home institution, and NCURA Region V. Self-nominations will be accepted.

Eligibility Criteria

Nominees for the Experienced Member Regional Travel Award must:

- Currently work as a research administrator at an institution located in the Region V geographical area (Oklahoma and Texas);
- Have at least five (5) years' experience in research administration; and
- Be members of NCURA in good standing at the time of the nomination.

Award Requirements

Nominees must provide a written statement demonstrating how the Award will benefit the nominee and their home institution, and the nominee's home institution must provide at least one letter of support. Additionally:

- The nominee and/or the institutional support letter(s) must demonstrate that the applicant has secured their manager or supervisor's approval* to attend the meeting.

**If meeting attendance would be on the individual's personal time outside of university support, this should be indicated in the nominee's letter.*

- Selected recipients must accept or decline the award within 5 business days of award notice.
- The nominee's statement and/or support letter(s) must confirm that the nominee or the nominee's home institution will cover the balance if the actual cost of attendance exceeds the maximum award available. Region V will only reimburse actual travel costs incurred, even if the cost of attendance is less than the published maximum award.
- Payment of award/reimbursement process:
 - Upon issuing the notice of award, the Travel Awards Committee will provide the recipient and the point of contact at the institution with instructions on the invoicing and reimbursement process. The recipient or their institution must submit an invoice for reimbursable expenditures, not to exceed the maximum award, to the Region V Treasurer within **30 days** of the regional meeting's end.

- Region V **request** reimbursement be invoiced through the recipient's institution. The invoice must include a copy of the recipient's institutionally approved travel expense report and list of itemized expenses with copies of their receipts submitted via email to the Region V Treasurer
- Upon receipt of a final and complete invoice with backup documentation, the Region V Treasurer will issue a check to reimburse their institution.

Award recipients are responsible for registering for the conference, making hotel reservations, and arranging for transportation. NCURA Region V will not comp the registration in lieu of payment of the award.

Recipients or their institution must cover travel expenses until NCURA Region V provides reimbursement following attendance at the meeting. Recipients who do not attend the meeting cannot be reimbursed for expenses incurred.

Mustang Mentoring Program Travel Award

Region V launched the Mustang Mentoring (MMP) program in 2020. The purpose of this program is to prepare future Region V leaders by engaging them in a yearlong intensive mentoring and support program. Upon graduation from the program, participants have the opportunity to apply for support to attend the next regional annual meeting.

The Region V Travel Awards Committee may select one or more individuals to receive the MMP Travel Award to reimburse actual travel expenses (registration, transportation, lodging, and/or meals) associated with attending the Region V Annual meeting. The Travel Awards Committee will select award recipients based on the merit of their professional development statement and on the benefits to the graduate and the region.

Eligibility

Only individuals who have successfully graduated from the Mustang Mentoring Program within the past 18 months and who continue to work for an institution located in Region V are eligible for these awards.

Award Requirements

Nominees must provide a written statement in which they discuss: 1) what the Mustang Mentoring Program meant to them professionally, and 2) how they see the professional development and networking benefiting them and the region in the future. Additionally:

- The nominee's mentor and/or a member of the MMP Committee must submit a letter of support for the MMP Travel Award.
- The nominee's home institution must provide a letter of support to attend the meeting, and the nominee or their institution must demonstrate that the applicant has secured their manager or supervisor's approval to attend the meeting.
- Selected recipients must accept or decline the award within 5 business days of award notice.
- Should the cost of attendance exceed the maximum award available, the nominee's statement and/or the support letter(s) must confirm that the nominee or the nominee's home institution will cover the balance. Should the cost of attendance be less than the published maximum award, Region V will only reimburse actual travel costs incurred.
- Payment of award/reimbursement process:
 - Upon issuing the notice of award, the Travel Awards Committee will provide the recipient and the point of contact at the institution with instructions on the invoicing and reimbursement process. The recipient or their institution must submit an invoice for reimbursable expenditures, not to exceed the maximum award, to the Region V Treasurer within **30 days** of the regional meeting's end.
 - Region V **request** reimbursement be invoiced through the recipient's institution. The invoice must include a copy of the recipient's institutionally approved travel

expense report and list of itemized expenses with copies of their receipts submitted via email to the Region V Treasurer

- Upon receipt of a final and complete invoice with backup documentation, the Region V Treasurer will issue a check to reimburse their institution.

Award recipients are responsible for registering for the conference, making hotel reservations, and arranging for transportation. NCURA Region V will not comp the registration in lieu of payment of the award.

Recipients or their institution must cover travel expenses until NCURA Region V provides reimbursement following attendance at the meeting. Recipients who do not attend the meeting cannot be reimbursed for expenses incurred.

Joan Howeth National Travel Award

In 2011, NCURA Region V named the National Travel Award after former chair Joan Howeth. A research administrator from the University of Oklahoma, Joan Howeth served as the region's Chair in 2002-2003; she also received the region's Distinguished Service Award in 2005.

The Region V Travel Awards Committee may select one or more individuals to receive the Joan Howeth National Travel Award to reimburse actual travel expenses (registration, transportation, lodging, and/or meals) associated with attending the NCURA National Annual Meeting in Washington, DC. The Travel Awards Committee will select recipients based on need and benefits to the Nominee, their Home Institution and NCURA Region V. Self-nominations will be accepted.

Eligibility Criteria

Nominees for the Joan Howeth Travel Award must:

- Currently work as a research administrator at an institution located in the Region V geographical area (Oklahoma and Texas);
- Have worked in research administration for at least one year, but not more than four years from the time of award;
- Not have previously attended an NCURA national annual meeting of the membership. Participation in NCURA traveling workshops (e.g., *Fundamentals of Sponsored Projects Administration*) or NCURA webinars does not preclude eligibility.

Nominees for the Joan Howeth National Travel Award are not required to be members of NCURA at the time of nomination, but they must become members of NCURA before or at the point of registering for the Annual Meeting.

Award Requirements

Nominees must provide a written statement demonstrating how the Award will benefit the nominee and their home institution, and the nominee's home institution must provide at least one letter of support. Additionally:

- The nominee and/or the institutional support letter(s) must demonstrate that the applicant has secured their manager or supervisor's approval* to attend the meeting.

**If meeting attendance would be on the individual's personal time outside of university support, this should be indicated in the nominee's letter.*

- Selected recipients must accept or decline the award within 5 business days of award notice.
- The nominee's statement and/or support letter(s) must confirm that the nominee or the nominee's home institution will cover the balance if the actual cost of attendance

exceeds the maximum award available. Region V will only reimburse actual travel costs incurred, even if the cost of attendance is less than the published maximum award.

- Payment of award/reimbursement process:
 - Upon issuing the notice of award, the Travel Awards Committee will provide the recipient and the point of contact at the institution with instructions on the invoicing and reimbursement process. The recipient or their institution must submit an invoice for reimbursable expenditures, not to exceed the maximum award, to the Region V Treasurer within **30 days** of the regional meeting's end.
 - Region V **request** reimbursement be invoiced through the recipient's institution. The invoice must include a copy of the recipient's institutionally approved travel expense report and list of itemized expenses with copies of their receipts submitted via email to the Region V Treasurer
 - Upon receipt of a final and complete invoice with backup documentation, the Region V Treasurer will issue a check to reimburse their institution.
- **For this award only**, the Travel Awards Committee Chair will provide the names and contact information of the award recipients to the NCURA national office, which will work with recipients to secure lodging in the host hotel at the lowest rate available for regular meeting attendees. The award recipient will still be responsible for paying for the hotel room upon checkout, as reimbursement is provided after the conference has concluded.

Award recipients are responsible for registering for the conference, making hotel reservations, and arranging for transportation. NCURA Region V will not comp the registration in lieu of payment of the award.

Recipients or their institution must cover travel expenses until NCURA Region V provides reimbursement following attendance at the meeting. Recipients who do not attend the meeting cannot be reimbursed for expenses incurred.

Revision Notes

Travel Award Requirements document created: April 27, 2021

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