



UNIVERSITY OF GUAM  
UNIBETSEDAT GUÅHAN  
Board of Regents

Resolution No. 26-16

**RELATIVE TO APPROVING THE REVISED UNIVERSITY OF GUAM FACULTY TRAVEL  
GRANT POLICY, PROCEDURES, CRITERIA, and TIMELINE**

**WHEREAS**, the University of Guam (UOG) is the primary U.S. Land Grant and Sea Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the region;

**WHEREAS**, the governance and well-being of UOG is vested in the Board of Regents (BOR);

**WHEREAS**, the last update to the University of Guam Faculty Travel Grant Policy was under Log No. 6015 (September 2018);

**WHEREAS**, the University has identified the need to update the policy to align with current institutional priorities, fiscal year timelines, and administrative processes;

**WHEREAS**, the revisions expand funding priorities to include faculty required to hold professional certifications aligned with the Faculty Rank-Step-Salary Worksheet, include conference organizers, revise application timelines and quarters to align with the fiscal year, establish timelines to secure travel plans, align travel settlement processes with UOG travel policy, replace Senior Vice President for Academic and Student Affairs with the Senior Vice President and Provost, and update the University Faculty Travel Grant Application Form to reflect these changes; and

**WHEREAS**, the Academic, Personnel and Tenure Committee was provided the action item materials in advance for review, and the Committee Chairperson was briefed on the item and recommends forwarding it to the full Board of Regents for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the BOR hereby adopts the revised UOG Faculty Grant Travel Policy to be effective immediately.

Adopted this 14<sup>th</sup> day of May, 2026.

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Agapito "Pete" A. Diaz, Chairperson

**ATTESTED:**

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Anita Borja Enriquez, D.B.A., Executive Secretary

# University of Guam

## Request for Official Action on a Policy or Regulation

1. **Date of this request:** 12/11/2025
2. **Destination of request:** (as per governance guidance or manual)  
 Board of Regents    President    SVP&P    VPAF/CBO    Other Faculty Union; Administrative Council  
 BOR Committee:    Academic, Personnel, and Tenure    Budget, Finance, Investments, and Audit  
                            Physical Facilities    Student Affairs, Scholarship, Alumni Relations and Honorary Degree
3. **Originating organizational unit:** Faculty Senate Standing Committee on Faculty Excellence
4. **Action proponent name:** Dr. Doreen Crisostomo-Muña    email: doreentci@triton.uog.edu    phone: 671-735-2501/20
5. **Action requested:** Approval to update the Faculty Travel Grant Policy, Procedures, Criteria, and Timeline.
6. **Justification supporting action request:** This update: (1) expands priorities to include professional certification and conference organizers, aligning with the new Faculty Rank-Step-Salary Worksheet; (2) revises the application timeline and quarters to match the fiscal year; (3) timeline to secure travel plans; (4) travel settlement timeline and processes to align with UOG's travel policy; (5) attendance category cap to align with annual limit; and (6) replace SVP-ASA with SVP/P.
7. **Requested effective date of action, if approved:** 08/01/2026
8. **Manual or document to be altered:**  

<input checked="" type="checkbox"/> BOR Policy <input type="checkbox"/> Academics <input type="checkbox"/> Auxiliary Services _____ <input type="checkbox"/> Business Office _____ <input type="checkbox"/> Enrollment Management & Student Success <input type="checkbox"/> Facilities Maintenance & Services <input type="checkbox"/> Graduate Studies <input type="checkbox"/> Human Resources Office	<input type="checkbox"/> RFK Library or MARC <input type="checkbox"/> Office of Information Technology <input type="checkbox"/> Office of Marketing & Communications <input type="checkbox"/> Office of Research & Sponsored Programs <input type="checkbox"/> Safety & Security <input type="checkbox"/> Triton Athletics <input type="checkbox"/> Other _____
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**Location of proposed alteration in manual:** University of Guam Rules, Regulations, Policy Manual, Article V. Faculty Policies, Section M.2 Faculty Travel Grants Policy.      **Version dated:** February 17, 2000

9. **Attach:**
  - a. Proposed Procedure, Regulation, or Policy language (*in unlocked finalized Word file only, no PDFs*).
  - b. Documentation showing reason and appropriate consultation with advisory and/or governance committees has been done.
  - c. Documentation of a public hearing, as applicable.

Committee	Position	Name / Signature (use BLUE ink)	Date
Originating Unit AAC <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/20__
Appropriate Dean/Director/ Admin <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/20__
AD HOC Committee <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/20__
Student Gov Association <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/20__
Staff Council <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/20__
Faculty Union <input type="checkbox"/> NA	President	Dr. Arun R. Swamy /	11/25/2025
Faculty Senate <input type="checkbox"/> NA	President	Dr. Christopher Garcia-Santos /	12/11/2025
Administrative Council <input type="checkbox"/> NA	Chair	Joseph Gumataotao /	04/23/26

11. **Administration Approvals** (as applicable)
 

Dr. Sharleen Santos-Bamba, SVP & Provost /	[ <input checked="" type="checkbox"/> ] Approved   [ <input type="checkbox"/> ] Disapproved	Mar 11, 2026
Dr. Anita Borja Enriquez, UOG President /	[ <input checked="" type="checkbox"/> ] Approved   [ <input type="checkbox"/> ] Disapproved	04/23/26
Dr. Janice Malilay, Chair, BOR AP&T Committee / <b>see resolution.</b>	[ <input checked="" type="checkbox"/> ] Approved   [ <input type="checkbox"/> ] Disapproved	___/___/___
Agapito "Pete" A. Diaz, Chair, Board of Regents / <b>see resolution.</b>	[ <input checked="" type="checkbox"/> ] Approved   [ <input type="checkbox"/> ] Disapproved	___/___/___

# UNIVERSITY FACULTY TRAVEL GRANT POLICY, PROCEDURES, CRITERIA, and TIMELINE

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This policy, together with its accompanying procedures, governs the administration of travel grants for faculty participating in scholarly meetings, conferences, workshops, and symposia at regional, national, and international professional venues.

## I. POLICY

Faculty Travel Grants fund participation in scholarly and professional activities that advance the mission and strategic goals of the University of Guam. Funding is limited and intended to supplement, not replace, divisional or external support.

### 1. Governing Policies

This policy is governed by the Board of Regents (BOR)/Faculty Union Agreement, the Rules, Regulations, and Procedures Manual (RRPM), the Faculty Senate Handbook, and the University Travel Policy.

### 2. Presentation Category

The grant may cover up to 75% of the total cost of (1) airfare, (2) per diem based on gsa.gov rates, and (3) registration fees, not to exceed \$2,100 per faculty member within a fiscal year (October 1 to September 30).

### 3. Attendance Category

The grant may cover up to 50% of the total cost of (1) airfare, (2) per diem based on gsa.gov rates, and (3) registration fees, not to exceed \$2,100 per faculty member within a fiscal year (October 1 to September 30). Faculty members in this category must, within 60 calendar days of returning from travel, deliver a presentation or conduct a symposium for the University community to share key insights and their applications to teaching, research, or service.

### 4. Eligibility

Applicants must hold a tenure-track, continuing employment, or tenured position at the University of Guam and have at least one year remaining on their current contract. They must not be on authorized leave, except for those on sabbatical. Additionally, applicants must demonstrate how the proposed travel aligns with the University of Guam's mission and supports their professional development. Approved travel grant awards are subject to the funding limits specified under each category.

## II. PROCEDURES

Faculty members wishing to request travel support must submit the Travel Grant Application Form to the Human Resources Office (HRO) through the Dean or Director, following the deadlines specified in section V. The Senior Vice President and Provost (SVP/P) may grant exceptions to the deadline if the delay is beyond the applicant's control.

1. Attach the following items to the Travel Grant Application Form:
  - a. *Information about the conference and its format.* A conference announcement or brochure, including the agenda or program (if available), will be sufficient here.
  - b. *Estimated budget.* On the travel authorization form, list the cost of economy airfare, per diem, and registration fee. If applying to other funding sources, provide a breakdown of the funding allocated from each source for the itemized expenses.

- c. *Supporting statement:* The applicant's statement must explain how attending the scholarly meeting aligns with the University's mission. Additional statements from the Dean or Director will highlight the significance of the travel to the division and discipline, as well as the applicant's professional growth.
  - d. *Financial and In-kind Commitments from Other Sources.* The University encourages applicants who receive funding from other sources and will not penalize them by reducing the level of funding for their Travel Grant. Applicants must include a description of the other funding, deadlines, and expected decision dates. The UOG Faculty Travel Grant application may be amended if other support is not approved; however, it shall not duplicate funds for airfare, per diem, or registration fees.
2. The following additional items will accompany the Travel Grant Application Form for those who plan to make a formal presentation:
    - a. *Documentation of Proposal Submission, Invitation, or Acceptance.* Copies of initial correspondence with the inviting or accepting parties, clearly indicating whether funds are to be provided. For proposal submissions not yet accepted, grants may be provisionally approved, but funding will depend on documented acceptance.
    - b. *Information about the Specific Role in the Scholarly Meeting:* the nature of the contribution, its length, the session(s), and the importance of the presentation or exhibit to both the meeting and the applicant's program.
    - c. *Presentation Documentation:* The abstract, paper, or other similar materials.
  3. Once the HRO issues the award memo, the applicant must complete and submit the final Travel Request and Authorization (TA) form within 30 days of the award memo.
  4. A comprehensive Travel Report, attached to the approved Travel Clearance Form, must be submitted within fifteen (15) business days of returning from the trip. The report shall include:
    - a. All applicable receipts if supplemental funds are being requested, not exceeding the approved ceiling;
    - b. Documentation of all sources and amounts of supplemental funds received; and
    - c. A copy of the applicant's conference or symposium presentation announcement.

The Travel Report and Travel Clearance Form must be approved by the Dean or Director, then forwarded to the Business Office for settlement and recordkeeping in accordance with the University Travel Policy. Copies of these documents shall also be submitted to the SVP/P for recordkeeping. Any request for additional reimbursement or funding that exceeds the approved initial amount must be approved by the Certifying Officer and the Dean or Director responsible for the account being charged. Requests that exceed the original faculty travel grant award amount must be recommended by the Standing Committee on Faculty Excellence (SCFE) and approved by the SVP/P. Failure to comply with any part of these guidelines will result in ineligibility for future travel grants.

The SVP/P may waive these procedural guidelines in extenuating circumstances.

### III. CRITERIA

Faculty Travel Grant applications are assessed based on the following criteria, which determine the eligibility and merit of the proposed professional activity. These criteria establish whether a proposal is suitable for funding before award priorities are considered.

#### 1. **Relevance to the University's Mission and Strategic Initiatives**

The proposed presentation, research, or professional activity must align with the University's mission, vision, and strategic initiatives.

#### 2. **Contribution to Scholarly or Professional Development**

The activity should demonstrate a sustained research or professional interest that enhances the applicant's scholarly profile, teaching effectiveness, or service to the University. This may include work intended to contribute to a refereed publication or a professional certification required to maintain disciplinary expertise.

### IV. TRAVEL GRANTS PRIORITIES

In accordance with the provisions of the University RRPM, Article V, Section M, paragraphs 1-6, and the Faculty Senate Handbook, Section XII.B.4.C, priority was assigned as follows:

#### 1. **Authors of Invited Presentations or Papers**

Faculty members who have received an official invitation to present a paper or deliver a presentation (with proof of invitation).

#### 2. **Authors of Accepted Presentations or Papers**

Faculty members whose proposed presentations or papers have been officially accepted by the conference or meeting organizers (with proof of acceptance). If an acceptance letter has not yet been received, a conditional award may be granted pending submission of the acceptance letter before approval of the Travel Authorization.

2-A. Sole or Principal Authors – Lead authors responsible for the main scholarly contribution.

2-B. Presenting Authors – Faculty members presenting the paper or research on behalf of co-authors.

2-C. Participants on panels, roundtables, conference organizers, and faculty attending conferences to earn the required professional education credits for certification or licensure.

2-D. Co-Authors (Other Than Principal or Presenting Authors) – Co-authors who contribute to the research but do not serve as the principal or presenting authors.

#### 3. **Authors of Submitted Presentations or Papers (Pending Acceptance)**

Faculty members who have submitted papers or presentations for review but have not yet received notification of acceptance.

3-A. Sole or Principal Authors – Lead authors responsible for the main scholarly contribution.

3-B. Presenting Authors – Faculty members presenting the paper or research on behalf of co-authors.

3-C. Participants on panels, roundtables, conference organizers, and faculty attending conferences to earn the required professional education credits for certification or licensure.

3-D. Co-Authors (Other than Principal or Presenting Authors) – Co-authors who contribute to the research but do not serve as the principal or presenting authors.

**4. Attendance Only**

Faculty attending professional conferences, workshops, or meetings for professional development, networking, or knowledge enhancement without an active presentation or certification requirement.

Faculty members may receive up to \$2,100 in travel grants per fiscal year. Faculty members may receive awards through one or more applications within the same fiscal year, provided the combined total does not exceed this limit. Qualified first-time applicants for the university travel grant will receive priority within each category and subcategory listed above.

**V. TIMELINE**

Announcement of Timelines	Application Deadline	Notification Date	Period of Travel	Allocated percentage of the total Travel Fund
General Announcement to all faculty at the beginning of the Academic year. Specific announcements at least three weeks in advance of deadlines.	May 1	May 21	Oct 1 — Dec 31	25%
	Oct. 1	Oct. 21	Jan 1 — Mar 31	25%
	Dec 1	Dec. 21	Apr 1 — Jun 30	25%
	Apr 1	Apr 21	Jul 1 — Sep 30	25%

Unexpended funds will roll over to the next quarter. If an applicant does not use the awarded funds, the next alternate will be selected within the same travel period.

The application deadline is the date by which the HRO must receive the application. Once received, it will be forwarded to the SCFE for recommendation, and then to the SVP/P for approval. Upon receiving the award memo from HRO, the recipient must submit the final Travel Request and Authorization (TA) form, along with all supporting documents, to HRO within 30 days to ensure the best value to the University.

All University of Guam travel will follow the rules and guidelines outlined in the University Travel Policy.

**VI. ACCOUNTABILITY**

Travel Grant recipients who do not comply with any part of these guidelines will be ineligible for any future travel funds and may be required to return all or part of the amount awarded.

## **UNIVERSITY FACULTY TRAVEL GRANT APPLICATION FORM**

**Note:** The Faculty Senate Standing Committee on Faculty Excellence (SCFE) will only consider applicants who are eligible and have submitted the required documents for the University Travel Grant.

**Eligibility:** Faculty who are tenured, in tenure-track positions, or in continuing employment at the University of Guam are eligible to apply if they are not on authorized leave (except for sabbatical) and have at least one year remaining on their current contract.

### **Application Documents Required:**

- A completed and signed Application Form
- An endorsement transmittal from the applicant's appropriate administrator
- A price quote (3 quotes if airfare is over \$1,500) indicating the least expensive airfare to the intended event
- An event announcement including the schedule of activities (program)\*
- A completed registration form for the event\*  
If not available, please indicate registration deadline: \_\_\_\_\_
- An official acceptance notification, if presenting at the event.\* If not available, please forward as soon as received
- Abstract, paper, or other comparable information, if presenting at the event\*

\*Copy acceptable

### **A. APPLICATION INFORMATION**

Name: \_\_\_\_\_ Current Rank: \_\_\_\_\_

School/College: \_\_\_\_\_ Unit: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

Current Employment Status (check appropriate box):

- Contractual (Tenure-Track Appointment)
- Continuing Employment (completed the tenure-track contract but not yet tenured)
- Tenured

### **B. TRAVEL GRANT REQUEST (check appropriate box)**

- I am applying for the University Travel Grant and confirm that I meet the eligibility requirements.

By submitting this application, I acknowledge that this request for travel funding assistance is governed by the most current provisions of the University of Guam Rules, Regulations, and Procedures Manual (RRPM), Article V, Section M, paragraphs 1–6; the Faculty Senate Handbook, Section XII.B.4.C; and the University Travel Policy, including any updates or revisions in effect at the time of approval.

T: +1 671.735.2350 F: +1 671.734.6005 W: [www.uog.edu](http://www.uog.edu)

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

*The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity employer and provider.*

C. EVENT INFORMATION (Information on conference, workshop, etc.)

Title of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

I am a first-time applicant for the University Travel Grant

Travel Grant Priorities (select one):

- 1. Authors of Invited Presentations or Papers (with proof of invitation)
- 2. Authors of Accepted Presentations, Papers, or Professional Education Activities
- 3. Authors of Submitted Presentations, Papers, or Professional Education Activities (pending acceptance)
- 4. Attendance Only

For priorities 1–3, select your role in the presentation or professional activity. For priority 4, select "Attendee."

Applicant's Role at the Event (select one):

- Invited Speaker or Presenter
- Sole or Principal Author
- Presenting Author
- Panel or Roundtable Participant, Conference Organizer, or Professional Certification Activity
- Co-Author (other than the principal or presenting author)
- Attendee

State title or topic of presentation (if applicable):

\_\_\_\_\_

D. BUDGET INFORMATION

Allowable Categories	Cost
• Airfare	\$ _____
• Per Diem (\$ _____ per day X _____ days) Obtained at <a href="http://www.gsa.gov">www.gsa.gov</a>	_____
• Registration Fee	_____
<b>Total Travel Grant Requested</b>	Total _____
(See Guidelines for total amount allowable)	\$ _____

Other funding source(s):  I am not seeking other funding source(s)  
 I am concurrently seeking other funding source(s) for this travel

If concurrently seeking other source(s), please identify the source(s) and amount sought (i.e., Federal Funding):

\_\_\_\_\_

E. APPLICANT'S CERTIFICATION

I certify that the statements made in this application are true and correct to the best of my knowledge and belief, and that I meet the eligibility requirements for this travel grant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date