


<b>Category</b>	Research and Scholarly Activities	<b>Policy Number</b>	ACA-RES-104	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.1	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Office of Research	
<b>Date Approved</b>	19 April 2023	<b>Effective Date</b>	19 April 2023	
<b>Date Last Reviewed</b>	17 March 2023	<b>Due Date for Next Review</b>	17 March 2026	

## **POLICY**

### **Grant-Funded Research Travel**

#### **1. Purpose**

The purpose of this policy is to outline Zayed University’s approach to supporting travel funded by research grants, as part of the university’s effort to promote research and creative activity.

#### **2. Scope of Application**

This policy applies to any Zayed University employee funded by a research grant.

#### **3. Policy**

**3.1** ZU supports its faculty in knowledge generation and sharing. ZU will therefore support appropriate travel for its faculty engaged in research in their academic disciplines or related to their pedagogical practice. Faculty will pursue relevant research opportunities for which they have requisite skills and will disseminate the results of their research to appropriate audiences. On occasion, as required by the nature of the research project, the university may also provide funding for research travel by non-faculty.

#### **3.2 Parameters**

- 3.2.1 Each financial year, faculty will have the opportunity to apply for different types of grants, based on funds available, through calls for proposals. This process will be managed by the Office of Research.
- 3.2.2 Grant applications may include travel that is directly related to the purposes of the grant and that is driven by needs that cannot be met at the university.
- 3.2.3 The Office of Research reserves the right to modify budgets in the awarding process, which may include reducing or removing travel expenses.
- 3.2.4 This policy does not apply to research travel by students. For student travel, see ACA-RES-105 Research Travel by Individual Student Policy.

**4. Related Policies and Laws**

SUP-FAC-201 Faculty Roles and Responsibilities

SUP-FAC-401 Faculty Professional Development

ACA-RES-101 Research Support

ACA-RES-102 Public and Private Support for Research and Sponsored Programs

SUP-FIN-10 Reimbursement of Travel, Meeting, and Other Expenses

**5. Administration**

This policy is administered by the Office of Research.

**6. Revision History**

<b>Date</b>	<b>Revision</b>
19 April 2023	Approved by the Provost.
17 March 2023	Reviewed with no substantive changes required.
1 February 2023	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li><li>• Updated the policy number from ACA-RES-06 to ACA-RES-104.</li></ul>
12 November 2019	Administrative change: updated the policy number from RES-ADM-06 to ACA-RES-06 and the related policy numbers.
11 June 2019	Approved by the President (PD#17 of 2019).
12 May 2019	Endorsed by the Academic Council.
24 April 2019	Endorsed by the Provost's Council.
19 September 2018	New policy drafted.