

## UCSD Department of Music Graduate Student Travel and Research Grant Funding

This funding supports graduate students with research and travel expenses related to their professional development. Students must be enrolled full time, registered during the grant period, within graduate time limits for support, and in good academic standing. In total, there is a \$1500 cap per year per student, as well as a \$1500 cap per request. For travel requests, there is a cap of \$750 per student for domestic travel and \$1500 for international travel per year. Overall, a student can receive \$4500 in combined travel and research funding during their entire program, so please be mindful of this and plan carefully when making your request.

Applications will be accepted on an ongoing basis. Applications will be reviewed by the Chairperson and a faculty committee. All requests for travel must be approved prior to travel dates. Last minute and post-hoc applications will only be considered in truly exceptional circumstances and consideration is entirely at the Chairperson's discretion. Incomplete or undocumented applications will not be considered.

Please note that these grants can be used to fund travel and research during the summer months, but **they cannot be used to fund living expenses at any time.**

### Further Information about Research Grants

In an effort to support student research and creative work, research grants can be used to support a wide range of endeavors. This might include the acquisition of hardware, software or other research-related expenses, like instruments, text materials, reproduction of primary sources and virtual event registration fees. This list is not comprehensive and unique requests will be considered on a case-by-case basis.

Equipment and other items will be yours to use while you are enrolled in the program, after which they will be returned to the Department. Please look at the Department's [equipment check-out inventories and policies](#) to assess whether your equipment needs can be fulfilled using extant resources. We will prioritize purchases that are not already owned by the department. For software subscriptions, a student should plan to pay for one year on their own account with the vendor which can be reimbursed using a research grant. For software that you will "own," the research grant will enable the Department to purchase it and the student to set it up. Upon graduation, the student would then relinquish the license.

The use of the funds is governed by UC policy, and accordingly there are some uses are not which allowable. Some stipulations to keep in mind: this grant cannot be used to fund commissions or to pay people to present for an organization outside of the university. **This grant cannot be used to hire people from outside the university.** In very limited cases, [Requests for Departmental Resources](#) can be used to fund guests if approved by the Chairperson and faculty committee. In order to work within these

stipulations, we can work with you to craft a proposal that focuses on material support for your research, such as documentation and expenses associated with building and maintaining a record of your projects. Please feel free to contact Anthony Burr ([aburr@ucsd.edu](mailto:aburr@ucsd.edu)), Ali Cresap ([acresap@ucsd.edu](mailto:acresap@ucsd.edu)) or Amy Cimini ([acimini@ucsd.edu](mailto:acimini@ucsd.edu)) with questions.

## Application Process

- Fill out the [Graduate Travel/Research Grant](#) form available at the Music Intranet web portal.
- Provide a brief description of planned research activities.
- Provide a clear justification for the importance of the activities to the student's academic and professional progress.
- Provide a budget including all relevant expenses and fees with appropriate supporting documents.

## Further Information about Travel Grants

In an effort to bolster student participation in recognized professional conferences, students who have their presentations accepted for annual meetings of the scholarly societies listed in Appendix A will automatically be awarded departmental funding in support of their airfare, conference registration fees, and lodging up to the maximum allowable amount. Awards are only given for papers in which the student is the primary author. Applications may be submitted upon acceptance of a paper and need only include a copy of the acceptance notification or a copy of the program listing the paper title and author's name, along with a budget including airfare, lodging, and conferences fees.

**All related expenses must be budgeted for in advance and full documentation is required in order to be granted funds after travel has been completed. Applicable expenses include travel costs, lodging, and conference fees (but no meals).**

Assistance with transportation costs between UC campuses is available separately from [UC "Intercampus Travel" funds](#).

Applications will also be considered for conferences, festivals, symposia, or performance events not listed in Appendix A, as well as for research activity that is directly related to dissertation work.

## Application Process

- Fill out the application form available at the Music Intranet web portal.
- Submit a copy of the acceptance notification, a copy of the program listing the student's name, or a detailed explanation of planned research activities including any and all relevant permissions needed.
- Submit a budget including airfare, lodging, and conference fees.
- For all activities not listed in Appendix A, the student must submit a clear justification for the importance of the travel to a student's academic and professional growth, including commentary on the nature, relevance, and stature of the specific activity or event.

**Note: If partial support is available from other sources, this information *must* be provided upon submission of the application.**

**Note: No payment will be made on first class or business class tickets. Award is made with the understanding there are limited other sources to defray travel expenses; if other sources become available, please notify the department staff immediately. Funds from the department may not be used to duplicate any other reimbursement.**

**Note: that travel awards may be paid as a stipend. Stipend income is considered taxable income. however, UCSD may not withhold taxes. It is your responsibility to report taxable payments to the IRS. Please see Appendix B for more information about this.**

**Please also be aware that all travel must comply with the state of California's travel restriction policy as detailed online at: <https://oag.ca.gov/ab1887>. It is your responsibility to ensure that travel submitted for award consideration adheres to this policy.**

## Appendix A:

List of annual meetings for which awards are automatically granted to students who are giving presentations:

- American Musicological Society (AMS)
- Audio Engineering Society (AES)
- College Music Society (CMS)
- Digital Audio Effects (DAFX)
- IEEE International Conference on Acoustics, Speech, and Signal Processing
- IEEE Workshop on Applications of Signal Processing to Audio and Acoustics
- International Association for the Study of Popular Music (IASPM)
- International Computer Music Conference (ICMC)
- International Community of Auditory Display (ICAD)
- International Council for Traditional Music (ICTM)
- International Musicological Society (IMS)
- International Symposium on Computer Music Multidisciplinary Research (CMMR)
- International Workshop on Music Metacreation (MUME) Community of Auditory Display (ICAD)
- New Interfaces for Musical Expression (NIME)
- Society for American Music (SAM)
- Society for Electro-Acoustic Music in the United States (SEAMUS)
- Society for Ethnomusicology (SEM)
- Society for Music Theory (SMT)
- Sound and Music Computing (SMC)
- Symposium of the International Society for Music Information Retrieval (ISMIR)

## Appendix B:

Student travel that is eligible for reimbursement has to have a primary UCSD business purpose and direct benefit to the University. Outlined below are acceptable business purposes or benefits:

- The primary purpose and original intent is for UC San Diego to obtain useful results from the project/research.
- Results or research will be used by UC San Diego.
- Research is performed to fulfill UC San Diego's obligations to an outside funding agency.
- Activity is required of *all students* in a degree or course; that is, activity impacts the student's grade in a required course for the student's degree or is a requirement for graduation. The requirement to travel simply based on the dissertation topic does not qualify the travel as business travel. Rather, the degree program must state that all students are required to travel to conduct their dissertation research.
- The student is presenting in a conference or competition on behalf of UC San Diego.

**Documentation of Expenses:** For auditing purposes, regardless of purchase or payment method used, **all recipients must provide documentation of any expenses incurred for this grant as required by university policy and according to the Department of Music reimbursement processes.** Documentation may include an itemized receipt, invoice, email confirmation, and/or other proof of transaction.

**Documentation of Airfare:** passenger name, dates/routes of travel, airfare classification as well as form of payment used must be shown on receipt/itinerary.

**Documentation Submissions:** Documentation of expenses and airfare should be submitted after the travel/research has occurred to Maria Pineda ([mipineda@ucsd.edu](mailto:mipineda@ucsd.edu)) and Olivia Rochelle ([orochelle@ucsd.edu](mailto:orochelle@ucsd.edu)).

**Package deals:** **Avoid "package deals" as they are generally ineligible for reimbursement.** Expenses combined in a package usually fail to meet receipt requirements. For reimbursement eligibility, the receipt or itinerary must specify cost for each item. Before purchasing a package, via the Web or otherwise, confirm you will be able to obtain the required documentation. If the receipt or itinerary does not show cost for each component (such as airfare, airfare tax, room rate per night, and room tax per night), get a receipt from each service provider such as the airline, hotel, and/or rental car agency. If the separate cost components of a travel package can't be specified, it's not possible to substantiate the business expenses and verify no personal benefit to the traveler. This is based on UC policy and IRS guidelines, and makes the expense ineligible for reimbursement. To meet UC San Diego travel policy, UC travel policy, and IRS requirements, the receipt or itinerary must specify the cost of each item but most sellers of package deals are unwilling to provide that information due to relationships with suppliers.