**Quarterly Updates**

**Grant Support Website**

Before you start your next proposal, check out BSOE’s grant and proposal support website at:

[https://intranet.soe.ucsc.edu/grant-support](https://intranet.soe.ucsc.edu/grant-support)

The site contains agency guides, sample proposals, UCSC/SOE proposal forms and PI handbooks, current funding opportunities, lists of upcoming proposal workshops, general proposal writing guides, frequently requested data and more.

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**Useful Resources:**

- **Research Administration:**
  Provides a research administration overview and links to related websites:
  [https://intranet.soe.ucsc.edu/researchadmin](https://intranet.soe.ucsc.edu/researchadmin)

  Includes Travel, Entertainment, Payments/Reimbursements, FAST, Purchasing, Development Office, Sponsored Projects, Quarterly Newsletters

- **GSR Cost Estimator**
  Tool to estimate GSR costs for academic quarters with cost escalation estimators:
  [https://intranet.soe.ucsc.edu/gsr-cost-estimator](https://intranet.soe.ucsc.edu/gsr-cost-estimator)

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**Important Travel Information**

**Travel within continental US – CONUS travel:**

- Less than 24 hours without an overnight stay
  - M&E is not reimbursable under any circumstance.

**Travel Outside US on Federal funds**

Please remember the Fly America act. For details see [https://financial.ucsc.edu/Pages/Travel_PreTripGuide.aspx#airtravel](https://financial.ucsc.edu/Pages/Travel_PreTripGuide.aspx#airtravel)

**Important: Trip cancelation**

- Travelers who are unable to honor a reservation are responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc.

**New writable PDF version for post travel claims**

can be downloaded at [https://financial.ucsc.edu/Pages/Travel_Forms.aspx](https://financial.ucsc.edu/Pages/Travel_Forms.aspx)

Post travel claim must be submitted within 21 days after return.

If you have a travel advance and no additional expenses were incurred a Zero post travel must be submitted to close out the travel.