

Travel Grant Application & Award Process**September 1, 2023 – August 31, 2024**

Funds may be awarded to students only if they are presenting work done at UMass at a conference or meeting. (“Presenting” means standing at the front of the conference or meeting room and speaking to the audience; being on the author list for a paper does not by itself suffice.) Those simply attending and **not presenting (even if on the author list)** are not eligible to receive travel grant funds. The amount of funding varies from year to year and there is no guarantee of funding. The Graduate Program Director determines the amount of each travel grant.

Decisions are sent to the student, the Grant Coordinator for the student's faculty advisor and the CICS Accountant via email with instructions on how to receive the award. Requests will not be processed without confirmation from the student's research advisor that they are aware and otherwise unable to support the travel. It is normally expected that grant funded research has travel paid from the grant.

Students arrange travel themselves and save all receipts and boarding passes for reimbursement. Students may also need a visa to travel outside the US. Please allow extra time for visa processing. All receipts should be submitted to the research advisor's Grant Coordinator for reimbursement. Students will only be reimbursed for expenses they personally pay for - travel expenses paid for by friends or relatives are not eligible for reimbursement. Once reimbursements are processed, the funds are added to a paycheck and deposited into a bank account on file.

1. You must be an active graduate student in CICS.

Travel Grant Application Instructions

2. You must have been accepted or invited to present at a conference, professional meeting or exhibition to qualify.

3. Submit completed applications before the dates of travel.

4. Complete the travel grant application on the CICS Graduate Forms website:

<https://www.cics.umass.edu/grads/student-forms>

5. Attach conference invitation to application.

6. Submit completed applications to the Graduate Program Assistant, Kyle Skemer. Forms can be submitted electronically via [email](#) and must include an employee ID number (if you have one).

7. If a travel grant is approved, you must receive travel authorization for any travel outside of the state or overnight. This is done through the travel registry website <https://www.umass.edu/ipo/travel-registry> Travel registry approval should always go to the student's research advisor, even if they are only receiving travel grant funds.

UMassAmherst

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& Computer Sciences

Travel Grant Application
September 1, 2022 – August 31, 2023

Application should be submitted *before* dates of travel

Application should be emailed to kskemer@cs.umass.edu

Website: <https://www.cics.umass.edu/grads/student-forms>

* You ***must*** be an active student in the program.

* You ***must*** have been accepted or invited to present at a conference, professional meeting or exhibition to qualify.

Student Information

Name: _____ SPIRE ID# _____

Have you worked on campus before? Yes No If yes, please provide your

Employee ID# _____

Email _____

Address: _____

Advisor's Name: _____

Degree Program: MS MS/PhD PhD

Start Year: _____

Conference and Project Information

Name of Conference/Meeting: _____

Location: _____

Dates: _____

Name of Project: _____

Type of Project: Paper Poster Panel Other

Authors as listed on Conference Program: _____

Are any of the authors CICS faculty? Yes No

Describe your role in this scholarly activity: _____

Identify the selection process used by the sponsors:

Refereed Non-Refereed Special Invitation

Identify the scope of the conference/meeting:

International Regional State

Was the research conducted while at UMass: Yes No

Travel Grants will not cover the cost of conference travel for most students (range \$200-400).

We encourage students to apply directly to conferences & to check with their advisors before applying to the College.

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I am aware of this request and verify that the advisor contribution below is correct.

_____ (Advisor Initials)

*** It is expected that faculty advisors will contribute if at all possible.**

Sources of Funding

Amount

1. **Conference** \$ _____
2. **Advisor** \$ If No, please enter reason _____ below student
3. **Other Sources** \$ signature below. _____

Total Funding:

\$ _____

Estimated Costs of Travel

1. **Registration** \$ _____
2. **Lodging** \$ _____
3. **Total Transportation** (plane, parking, etc.) \$ _____

Total Estimated Costs:

\$ _____

Printing here certifies that the information provided is accurate to the best of my knowledge.

Name: _____ Date: _____

Please attach conference invitation to application (email acceptance is fine).

Peter Haas, Doctoral Program Director Approval Amount: _____

Signature: _____ Date: _____