

**Travel Grant Application & Award Process****September 1, 2024 – August 31, 2025**

**Funds may be awarded to students only if they are primary authors and presenting work done at UMass at a conference or meeting. "Presenting" refers to either delivering an oral presentation or serving as the primary presenter of a poster for a full paper (not an extended abstract or workshop paper) at a conference. Merely attending, even as a co-author, does not qualify for funding.** The amount of funding varies from year to year and there is no guarantee of funding. The doctoral program director determines the amount of each travel grant.

Decisions are sent to the student, the grant administrator for the student's faculty advisor and the CICS business manager 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. Advisors must provide justification (1-2 sentences) if they are not contributing to student travel. It is normally expected that grant funded research has travel paid from the grant. Students are encouraged to apply directly for conference funding *before* applying for a travel 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 administrator 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.
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/academics/academic-policies/graduate-programs-policies/graduate-student-forms>
5. Attach conference invitation to application.
6. Submit completed applications to the graduate programs assistant, Kyle Skemer. Forms should be submitted electronically via email ([kskemer@umass.edu](mailto:kskemer@umass.edu)) 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.



I am aware of this request and verify that the advisor contribution below is correct. \_\_\_\_\_ (Advisor Initials)

**Advisor** – If no funding is being provided\* please include a brief justification:

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

Sources of Funding	Amount
1. Conference	\$ _____
2. Advisor	\$ _____
3. Other Sources	\$ _____
<b>Total Funding:</b>	\$ _____

If No, please enter reason above

**Estimated Costs of Travel**

1. Registration	\$ _____
2. Lodging	\$ _____
3. Total Transportation (plane, parking, etc.)	\$ _____
<b>Total Estimated Costs:</b>	\$ _____

*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).*

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**Philip Thomas, Doctoral Program Director approval** Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_