

## Travel Grant Application & Award Process

September 1, 2021– August 31, 2022

Funds may be awarded to graduate students only if they are presenting work done at UMass at a conference or meeting. Those simply attending 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. Once reimbursements are processed, the funds are added to a paycheck and deposited into a bank account on file.

### Travel Grant Application Instructions

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/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

Manning College of Information  
& Computer Sciences

### Travel Grant Application

September 1, 2021 – August 31, 2022

Application should be submitted *before* dates of travel

Application should be emailed to [kskemer@cs.umass.edu](mailto: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

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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

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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).*

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**Andrew McGregor, Graduate Program Director Approval** Amount: \_\_\_\_\_

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