

Student Travel Grant Policy

UND Computer Science Department

To support student research publications, the UND Computer Science Department will support two computer science student travel/publication requests per year from the department's Alumni fund. Preference shall be given to graduate students, but undergraduate students may still apply. One award will be made in the fall semester and one award will be made in the spring/summer semester. Application due dates are:

Fall Semester Deadline:

The First Friday of the Fall Semester

Spring/Summer Semester Deadline:

The First Friday of the Spring Semester

Funding for travel is limited to \$500 per trip/award. Funds can go towards transportation, lodging, meals and conference registration expenses. Funding can only go toward travel during the semester awarded. (Examples: If you applying for Fall 2015, your travel must be during the Fall 2015 semester. If you are applying for Spring/Summer 2015, your travel must be during the Spring 2015 semester or Summer 2015 semester.)

Given the limited funding available, preference will be given to students who have not had recent funding for similar requests.

Given that conferences may not have sent out their formal notices of acceptance by the application due dates, applications may be approved as pending the receipt of a formal notice of acceptance.

If no qualified graduate student applications are received by the deadline, undergraduate student applications will be considered. If no qualified graduate or undergraduate student applications are received by the deadline, qualified late applicants may be considered for undispersed awards in order of arrival.

UND Department of Computer Science Student Travel Award Policy

The UND Department of Computer Science has limited funds available to partially support the travel of students who are presenting original research/creative activities at conferences and meetings. In order to qualify for this support, students must be presenting their original work in the form of an oral platform presentation or a poster presentation at a recognized meeting in their field of creative activity.

To apply for funding:

- (1) The student must be a member of one of the following UND Computer Science Department Programs:
 - (a) Ph.D. in Scientific Computing
 - (b) M.S. in Computer Science
 - (c) B.S. in Computer Science
 - (d) B.A. in Computer Science
- (2) The student must fill out the Student Travel Fund Application (page 3 of this PDF). This form is an electronic PDF and all fields, excepting those for signatures, must be filled out electronically before being printed out.
- (3) Attach a copy of their notice of acceptance. If formal notice of acceptance has not arrived by the deadline for the term in which the presentation will take place, the student may attach a document indicating the expected notice date.
- (4) Attach a review copy of their submitted paper or poster.
- (5) The student must verify their submission packet is accurate and complete, then sign the Student Travel Fund Application where indicated.
- (6) The student's advisor must review the student's completed submission packet and sign the Student Travel Fund Application where indicated.
- (7) The completed submission packet must be submitted to the Computer Science Department Resource Committee Chair for review.

UND Department of Computer Science Student Travel Fund Application

Name:

Address:

Telephone:

Email:

Advisor:

Conference:

Location:

Date:

Presentation: Oral

Poster

Peer Review¹:

Presentation Title:

Author 1:

Affiliation:

Author 2:

Affiliation:

Budget

Other Funding Applications

Registration Fee:

1:

Amount:

Decision²:

Airfare:

2:

Amount:

Decision²:

Ground Transportation:

3:

Amount:

Decision²:

Accommodation:

4:

Amount:

Decision²:

Per Diem:

TOTAL

Amount Requested:

Signatures

Student: _____

Date: _____

Advisor: _____

Date: _____

Department use only.

Resource Committee Chair: _____ Date: _____

Department Chair: _____ Date: _____

¹Peer Review: A – Abstract, P – Paper, N – No

²Decision: A – Awarded, P – Pending, D – Declined