18-19 Conference Travel Grants (Spring 2019)

Department Deadline: 2/18/2019, 5:00PM
External Deadline: 2/25/2019

The Graduate College will provide awards, not to exceed $350, for students to travel to professional conferences. These conference travel awards are intended to support students who will be presenting papers, posters, or creative work at the conferences they attend. Conference Travel Awards are supported by Students for Equal Access to Learning (SEAL) fees. CS may submit the maximum number of applications (five).

See: http://www.grad.illinois.edu/general/travelaward
http://www.grad.illinois.edu/sites/default/files/PDFs/Conf-travel-dept-sheet.pdf

Award amounts are based on the distance to the conference location from Champaign, IL:

<table>
<thead>
<tr>
<th>Distance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;200</td>
<td>$150</td>
</tr>
<tr>
<td>200-699</td>
<td>$200</td>
</tr>
<tr>
<td>700-999</td>
<td>$225</td>
</tr>
<tr>
<td>100-1399</td>
<td>$250</td>
</tr>
<tr>
<td>1400-1899</td>
<td>$300</td>
</tr>
<tr>
<td>1900-2199, Canada &amp; Mexico</td>
<td>$325</td>
</tr>
<tr>
<td>&gt;2199</td>
<td>$350</td>
</tr>
</tbody>
</table>

Eligibility

- The student must be registered and in good academic standing during the term the award is received.
- A student is eligible to receive only one Conference Travel Award per academic year.
- A student is eligible to receive only one Conference Travel Award per conference.
- Non-degree students and students enrolled in online programs are not eligible for Conference Travel Awards.
- For fall awards, the student travel may have occurred during the previous summer, or occur during this fall, the following spring or the next summer. For spring awards, the student travel may occur that spring, the following summer or the next fall.
- The Conference Travel Awards are supported by Students for Equal Access to Learning (SEAL) fees, which are part of the Student Initiated Fees. Students must have paid the Student Initiated Fees in the semester they apply in order to be eligible to receive an award. For more fee information, see http://www.registrar.illinois.edu/fee-info. Students who are not assessed the fees, for example because they are registered in Credit Range III or IV (less than 6 hours) may participate by paying the fee at a cashier's window in 100 Henry Administration Building.

Application Procedure

- The application may be electronically completed and then printed from: http://www.grad.illinois.edu/sites/default/files/PDFs/Conf-travel-dept-sheet.pdf.
- Students may not submit applications directly to the Graduate College. All applications must first be submitted to the department. Materials should be submitted as hard copies to Kathy Runck, 1210 Siebel Center (the Academic Office), 333-4197. Please direct all questions to Samantha Hendon or call 217-300-6331.

Submission Details (2/18/2019 by 5:00PM)

Checklist of Required Materials for CS Department Review. Incomplete application packets will NOT be considered.

Required Materials:

1. Conference Travel Award Application.
2. Short Letter/statement from adviser endorsing and approving your participation in the conference and explaining why it is important that you attend the conference. The letter should be specific about whether or not they will supply funds to support your travel (and, if so, how much).
3. **Proof that you will present** at the conference. For example, a notice that your paper has been accepted to the conference. In addition, please indicate specific information regarding the number of papers submitted for the conference review and those accepted for presentation (i.e., the acceptance rate). This information will assist the department review committee in the selection of nominees to be forwarded to the Graduate College. This may require you to make inquiries to whomever contacted you about the acceptance of your paper at the conference.

4. **Your up-to-date CV.** Be sure to include as complete bibliographic information as possible about the paper or poster which will be presented at the conference. In addition, please be sure to include your expected graduation date.

**Important Notes for Students:**

- Remember to supply all information requested on the application form.
- PLEASE type (preferred) or legibly print the information on the form. Neatness Counts!

Questions may be directed to [Samantha Hendon](mailto:samantha.hendon@university.edu) [Colin Robertson](mailto:colin.robertson@university.edu).

**Additional Information**

**Submission of Receipts** – Students who are awarded a Conference Travel Award are required to submit to their department receipts supporting travel. The Graduate College does not require these receipts; however, the department should keep copies of the award letter, relevant vouchers, and receipts on file for audit purposes.

**Payment Procedure** – If travel is primarily for the University's benefit, payment will be processed as a reimbursement. If travel is primarily for the student's benefit, payment will be processed as a travel grant (usually to the student's university account).