UMBC

Department of Information Systems

Conference Travel Grant Application Form

INSTRUCTIONS: 1) Fill out this application form. 2) Attach an electronic copy of your presentation (paper, poster, etc.) to the completed application form and email both documents to the Graduate Program Director of your program.

Date:

Student Name: Student email:

Mentor/Advisor:

Student Research Area: Presentation Research Area:

How many times have you been funded from the IS department for conference travel in the past?

Have you successfully defended your dissertation proposal?

Type of presentation: Paper:___ Poster ___ Other (specify):	
Will this paper/poster be included in the formal conference proceedings (Y/N)? If Yes, how many pages?	
Title of Presentation:	
Author List:	
Conference Name:	
Conference Dates:	Attendance Dates:
Conference Acceptance Rate[1]:	Conference Location:
Requested Amount:	Estimate of your total cost:

IMPORTANT NOTES:

1. The IS department provides partial support for up to three events for each PhD student throughout the course of their studies. By default, at most one of these events can be before they pass their dissertation proposal. Travel requests will be carefully considered before approval and the department will support travel to relatively selective events. The presentation needs to be archival (i.e., appearing in proceedings), and the majority of a student's requests should be regular research papers. The Associate Chair for Academic Affairs and the Graduate Program Directors, with additional input as appropriate, will make recommendations regarding which travel requests are supported. The final approval is also subject to availability of departmental budget.
2. You are strongly encouraged to request additional travel funds from the UMBC GSA.

[1] You may ask the Conference Program Chair for the exact rate (consult with your mentor if you cannot obtain the exact acceptance rate and provide an approximation)