



IUPUI

**SCHOOL OF INFORMATICS
AND COMPUTING**

DEPARTMENT OF HUMAN-CENTERED COMPUTING
Indiana University–Purdue University
Indianapolis

Approval for M.S. Student Research Conference Travel / Professional Development

Each HCC M.S. student enrolled in 6 credit hours or more each semester may apply to request funding support to attend a conference *at which the student is presenting a peer-reviewed, authored research paper/poster prepared in the context of the student’s academic studies.* A total funding of \$1,000* per student is available only for up to 2 years after the start of their studies. The funding may be used to cover for travel, hotel, food, and/or registration fees. IU travel policies apply¹. Items such as alcohol, entertainment, etc. are not covered. The student is expected to pay the difference, if any. *Once approved,* students are responsible for their own travel arrangements, hotel, food, registrations, and/or printing. **All receipts must be submitted to the School (nfish@iupui.edu) immediately after the travel.**

Note: This form must be authorized by the Department Chair before the conference and any funds are spent. No exceptions.

Student Name: _____ Program: _____ Enrollment Period (Sem): _____

Enrolled during requested travel: YES NO Conference Name: _____

Conference Date(s): _____

Conference Location: _____

Travel Date(s): _____

Are you an author of a research paper or poster to be presented at the conference? YES NO

If yes, what is the title of the research paper or poster?

Attachments: copy of the accepted paper; copy of the reviews and notification of acceptance.

Please estimate the expenditures for this trip:

| Amount | Explanation |
|---------------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| | Total (no more than \$1,000* is available for up to 2 yrs. after enrollment in the program) |

*Actual funds available year by year will be subject to departmental fiscal constraints.

¹ <http://www.indiana.edu/~travel/policies/policies.shtml>

Brief narrative explaining the nature of this travel request:

Signature of the Student Requesting Support

10-digit ID

Date

To Be Completed by Faculty Member (Supervisor or Instructor):

Is this travel a result of work completed as a Research Assistant? YES NO

Signature of the Faculty Most Familiar with the
Student's work (Supervisor or Instructor)

Date

Authorization:

Department Chair

Total Amount Approved**

Date

Please submit this signed form to Nancy Barker (nfish@iupui.edu).

**This travel support is subject to all applicable IU policies and procedures as may exist from time to time regarding the maximum dollar amount allowed as scholarship and student employment status, and justification provided for the travel.