Application Instructions:

1. **Locate Online Application Form**: either the student or the faculty advisor can initiate a new application for conference and research funds:
   a) Student can initiate the form by logging in to “Graduate Academic Activities” at [https://gradservice.ua.edu/login/student.aspx](https://gradservice.ua.edu/login/student.aspx) and then clicking [#3c. Conference & Research Fund].
   b) Graduate Faculty may access the form, or initiate a new form by logging in to “Graduate Administrative Services” at [https://gradservice.ua.edu/login/dept.aspx](https://gradservice.ua.edu/login/dept.aspx) and then opening [4A. ACADEMICS: b. Grad Faculty → #3.Conference & Research Funds].

2. **Prepare Application Data and Supporting Documents**:
   a) Enter necessary information into the form, including the requested amount from the Graduate School for the selected application type (research or travel to conference).
   b) Based on the type, prepare a supporting document by describing the research project or conference presentation information; the document must also include proposed budget. Convert the document into PDF, and then upload it in the form.
   c) For international travel, you may also request additional funds by providing a supporting document for an international educational or research enrichment travel grant.

3. **Submit the Application to Chair of the Supporting Department**:
   a) If the application is ready with the requested amount from Graduate School and proposed contribution from the dept, the faculty advisor then submits it to the chair of the supporting department (note that student cannot directly submit to the dept chair).
   b) The system will notify the chair (and admin assistant) of this action via email.

4. **Department Chair Reviews the Application**:
   a) Upon receiving the email notification, the department chair (or admin assistant) will login to “Graduate Administrative Services” at [https://gradservice.ua.edu/login/dept.aspx](https://gradservice.ua.edu/login/dept.aspx) and open this application from [5C. Fellowships and Scholarships: a. Dept Admin → #4. Conference & Research Funds].
   b) The chair should set the application status as either Approved, Not Approved or Revision Needed. If any revision is needed, the faculty advisor will need to resubmit the application with necessary adjustments.
   c) If it is approved, the dept must specify the amount of departmental cost-share and then click the Submit button. The system will then notify the Graduate School administrator via email.

5. **Graduate School Decides on Fund Request Amounts**:
   a) The Graduate School Dean reviews the dept-approved application and makes a final decision on it (approved or not approved).
   b) If approved, the form is submitted with necessary adjustments to the requested amount (if needed) and/or cost share amounts. This action notifies the student, faculty advisor and the department.
   c) Award information is sent to the UA Tax Office to determine amount of any applicable withholding taxes to be deducted from the award. Tax Office will advise Student Account Services of any such amounts to be applied to the student’s account.
   d) Award amount due to the student will be processed by Student Account Services and applied to the student’s account, less any appropriate withholding taxes (see above).