

CONFERENCE AND RESEARCH FUND (CRF)**Instructions for Department User**

Access it from: [Graduate Admin Services → 5C.GFS: a.Dept Admin → #4. CRF]
<https://gradservice.ua.edu/login/dept.aspx>

A. Overview of the Application Process:

This system allows student/faculty to submit application for Conference and Research Funding (CRF) requests. The application process involves four stages:

1. **Initiate Application (SAVE_DRAFT):** Both the student and his/her faculty advisor can initiate and update an application before submitting to the department. Note that applications are limited to a maximum of one Conference Award and one Research Award per academic year (Fall-Spring-Summer). Additional application in the same academic year will be blocked by the system.
2. **Submit to Department (SUBMIT_FACULTY):** Faculty Advisor reviews the application (if initiated by the student) and submits it to the department chair for approval. Note that a student cannot directly submit to department chair.
3. **Department Approval (SUBMIT_DEPT):** The supporting department administrator (Chair, Program Director or Admin Assistant) reviews the application. If approved, the application is submitted to the Graduate School for Dean's review.
4. **Graduate School Decision (DECIDE_GRAD):** The Graduate School Dean reviews the application and makes a final decision (approved or not approved). If the application is approved, the matching fund will be transferred to the department. The department will reimbursement student's expenses from the combined departmental and the Graduate School funds.

B. Steps for Department Administrators:

1. **List of CRF Applications:**

You may view the application list or search for a CRF application online. By default, it will list the applications for the current term.
2. **Review and Submit Application:**
 - a. To open and review an application, please select the application from the list by clicking the "Review" link locate on the right most column of that row. Only the applications with status "SUBMIT_FACULTY" can be submitted to Graduate School.
 - b. For all approves applications, you need to provide departmental shared amount and enter FOAPAL information. Note that FOAPAL information may be added even after the application is submitted to Graduate School (but it is required to transfer funds to your department). This lets you proceed with the application without waiting for FOAPAL information, if you do have it at that moment.
3. **Download:**

You may download your department's CRF applications list in basic Excel format for your internal use or reporting purposes.

C. Workflow Demonstration by Screenshots:

The rest of the report presents the screenshots of all relevant steps mentioned above.

C1. GRADUATE ADMINISTRATIVE SERVICES – FACULTY & STAFF MAIN PAGE


Computer Science				
1. Graduate Admin Roles, Programs & Reports	1A. ADMIN-ROLES Graduate Roles and Programs	1B. REPORTS Graduate Data Reports	1C. APPOINTMENT Graduate Appointment	1D. ACTIVITY-LOG Activity Log and Surveys
2. Graduate Recruitment & Prospects Management	2A. RECRUITMENT Graduate Recruitment	2B. PROSPECTS Prospects Database	2C. PREVIEW-DAY Graduate School Preview Day	2D
3. Graduate Applications Management & Reviews	3A. APPTRACK Application Tracking	3B. APPDOCS Application Documents	3C. APPREVIEW Application Reviews	3D. GROW Orientation for New Admits
4. Graduate Student Activities	4A. ACADEMICS Grad Academics a. Dept Admin b. Grad Faculty	4B. GTA-WS Workshop for New GTAs	4C. ITAP Intl TA Program a. Dept Admin b. ELI Admin	4D. GRAD-ALUMNI Graduation and Alumni Database
5. Finance, Awards, Fellowships & Scholarships	5A. GA-FINANCE Graduate Assistantship Administration	5B. AWARDS Student Awards a. College Admin b. Reviewer	5C. GFS Fellowships and Scholarships a. Dept Admin b. Reviewer	5D
6. Calendar, Events & Special Programs	6A. CALENDAR Calendar and Deadlines	6B. TIDE-TOGETHER Tide Together Mentoring	6C	6D

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C2. GFS – DEPT MAIN PAGE

Computer Science

Graduate Fellowships & Scholarships



Manage Graduate Fellowships, Scholarships and Other Financial Opportunities for your Graduate Students ...

Select a fellowship/scholarship type to manage:

1. GCF: Graduate Council Fellowships
2. MGF: McNair Graduate Fellowships
3. AHGS: Alumni Heritage Graduate Scholarships
4. CRF: Conference and Research Funding
5. NAA: National Alumni Association License Tag Fellowship

Click here to open Conference and Research Funding (CRF) section.

C3. CRF – DEPT MAIN PAGE

Computer Science



This is the summary of CRF applications in your department.

Summary of CRF Applications

Term	Application Initialized	Faculty Submitted	Department Submitted	Grad School Decided	Total
Spring 2018	0	1	0	0	1
Fall 2017	0	0	0	4	4

Select a Task:

1. [View CRF Schedules](#)
2. [Submit New Fund Request](#)
3. [List of Funding Request Applications](#)
4. [Send Group Emails](#)
5. [Summary Reports](#)

Click here to list and review CRF applications in your department.

C4. CRF APPLICATIONS LISTING PAGE

Computer Science

View List of CRF Applications

Supporting Department: Computer Science ▾

Application Session: Spring ▾ 2018 > Date Range: to (mm/dd/yyyy)

Application Type: - any type - ▾

Application Status: - any status - ▾

Student Major: - select major - ▾


Student Information:

(First Name) (Last Name) CWID

Reviews:

Decision - any status - ▾ Review Date Range to (mm/dd/yyyy)

Grad School: - any status - ▾ to (mm/dd/yyyy)



> Download in Excel file

Sort by: Last Name ▾ List Applica

List of CRF Applications for **Spring 2018:**

CWID	Student Name <small>(faculty advisor)</small>	Major	Type	Fund Requested	Dept Share	Dept Decision	Grad Decision	Application Status	Review
		CSGR- PHD	Conference	\$99.00	\$99.00			SUBMIT_FACULTY	Review

SUMMARY:

- Total CRF Applications: 1
- Total Requested from Graduate School: \$99.00 (approved by dean: \$0.00)
- Total Dept./College Contribution to Date: \$99.00 (approved by dept.: \$0.00)

Click here to view the application details and submit your review to Graduate School.

Click here to download application list in basic .xls format.

Only the applications with [SUBMIT_FACULTY] status can be reviewed.

C5. CRF APPLICATION REVIEW PAGE

Computer Science
Conference and Research Funding
CRF Application Review

Application > Faculty Submitted > Department Submitted > Grad School Decided

Student Information:

Name: _____
 CWID: _____
 Residency: _____
 Email: _____
 Phone: _____
 Address: _____

Academic Information:

Entry Term: _____
 Graduate Program: _____
 Latest Enrollment Term: _____
 Faculty Advisor: _____

Funding Request Information:

Last Activity: SUBMIT_FACULTY on 1/23/2018
 Application Term: Spring 2018 / Submission Date: 1/23/2018
 Requested Amount: \$99 (to be provided by Graduate School)
Conference: max \$300 for travel within North America/Caribbean (\$800 for travel beyond North America/Caribbean)
 Awards: max \$300 for expenses within North America (\$600 if involving travel beyond North America)
 Expense Area: Conference
 Conference type: Regional
 Conference name: TEST
 Conference location: Tuscaloosa, Alabama, United States of America
 Conference date: 5/1/2018 to 5/3/2018
 Presentation: Present own work
 Supporting Documents: Research Document | Conference Document | Addit
 Additional Fund: None
 Comment: TEST, PLEASE IGNORE, THANKS

Department Review:

Last Activity: _____
 Supporting Department: Computer Science
 Current User: _____
 Decision: - Select -
 Department and/or College Shared Amount: \$99
 FOAPAL Information: (needed to transfer fund, if approved) FOAPAL information is incomplete; you may still submit this form. However, either you or the admin assistant in your department will need to provide this information later.

Chart	Fund	Org	Account	Prog
-			781214	

< SAVE FOAPAL INFO

Comment:

Notify: (only if submitted)

Student: _____
 Faculty Advisor: _____
 Graduate School: _____
 Department Chair: _____

Admin Assistant(s) to Dept Chair: _____

< SAVE ONLY

Submit

Graduate School Review:

Last Activity: n/a
 Decision: n/a
 Award Amount: n/a
 Comment: n/a

< CRF APPLICATION LIST

CRF ACTIVITY LOG:

DATE-TIME	ACTION	USER	DESCRIPTION
1/23/2018, 4:14 PM	UPDATE		Application review SAVED by Department
1/23/2018, 11:39 AM	SUBMIT		Application SUBMITTED to Department by Faculty
1/18/2018, 4:08 PM	UPDATE		Application SAVED by Faculty
1/18/2018, 4:08 PM	UPDATE		Application SAVED by Faculty
1/18/2018, 3:49 PM	UPDATE		Application SAVED by Student
1/18/2018, 3:48 PM	INSERT		Application INITIALIZED by Student

Total CRF activities: 6

Finalize the \$amount request from Graduate School, and dept-shared amount before submitting.

For convenience, this link remains active even after the application is submitted to the Graduate School (however, note that fund cannot be transferred to your department unless the FOAPAL data is provided).

This button becomes inactive after the application is submitted to Graduate School.

You can view Graduate School administrative activity here.

The activity log saves the workflow history for any future reference.