

CONFERENCE AND RESEARCH FUND (CRF)**Instructions for Faculty Advisor**

Access it from: [Graduate Admin Services → 4A.ACADEMICS: b.Grad Faculty → #3. 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 Faculty Advisor:

1. **Application Initialization:**
 - a. Enter your student and other necessary information in the form, including term and the requested amount (est.) from the Graduate School. Note that your student may also prepare the application and get this ready for you to submit.
 - b. 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 select it in the form for uploading.
 - c. If the student is from a different department, you will need to select a supporting department (either the student's or yours).
 - d. You may now save the application. Some information cannot be changed, such as: student and faculty information, term and type of application. At this stage, the application status is marked as SAVE_DRAFT.
2. **Review and Submit Application:**
 - a. You may further review and update the application, as needed. You may also delete the application if you haven't submitted yet.
 - b. If the application is complete, you will need to submit it to the department for approval. At this stage, the status will become SUBMIT_FACULTY.

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 Management Reviews	2A. RECRUITMENT Graduate Recruitment	2B. PROSPECTS Prospects Database	2C. PREVIEW-DAY Graduate School Preview Day	2D
3. Graduate Student Activities	3A. APPTRACK Application Tracking	3B. APPDOCS Application Documents	3C. APPREVIEW Application Reviews	3D. GROW Orientation for New Admits
4. Graduate Finance, Awards, Fellowships & Scholarships	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. Graduate Calendar, Events & Special Programs	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
	6A. CALENDAR Calendar and Deadlines	6B. TIDE-TOGETHER Tide Together Mentoring	6C	6D

As a Graduate Faculty member, the link [b.Grad Faculty] will be active. The CRF applications are available within this area.

C2. GRAD ACADEMICS – FACULTY MAIN PAGE

Computer Science



Graduate Faculty: Full Member
(10/11/2017 - 10/12/2018)

Click here to view and manage you students' CRF applications.

Select an activity for your graduate students:

1. Plan of Study
2. Thesis and Dissertation Activities
3. Conference and Research Funding
4. Group Emails to Students
5. Download Student List
6. Summary Reports on Graduate Activities

C3. CRF – FACULTY ADVISOR MAIN PAGE

Computer Science

Conference and Research Funding

Application Deadlines:
Spring 2018: 5/15/2018
Fall 2017: 1/15/2018

See the application process: [Instructions](#) | [Workflow](#)

[Begin new application for funding request](#)

List of Funding Request Applications:

Application Term: year:yyyy

Type of Application:

Application Status:

Student Information:

(first name) (last name) CWID

Sort by:

Applications for Conference and Research Funding:

Term	Student Name	CWID	Type	Amount	Status	Edit/View	Delete
Spring 2018			Conference	\$	SAVE_DRAFT	Update	Delete

Click here to initiate an application. Note: your students may also begin new applications.

Click this button to view CRF application list based on selection criteria.

If a student has initiated an application and selected you as his/her advisor, that application will also be listed here.

Click here to update/view application

Only the applications in "SAVE_DRAFT" status can be deleted.

C4. FACULTY ADVISOR: CRF APPLICATION FORM

Application for Conference and Research Funding

Note: Your student may also prepare this application by accessing [Graduate Academic Activities](#) area.

Student Information:

Student Name: (first name) (last name)

CWID:

Email:

Major:

Faculty Advisor:

Funding Request Information:

Term: year(YYYY)

Amount requested from the Graduate School: \$

Conference Awards: max \$500 for travel within North America/Caribbean (\$800 for travel beyond North America/Caribbean)

Research Awards: max \$300 for travel within North America (\$500 if involving travel beyond North America)

Amount of cost sharing by the department and/or college: \$

Supporting Department:

Type of Application: a. Research b. Conference

(a) RESEARCH FUND:

Research Type: Thesis Dissertation

Supporting Document: (PDF)
(a brief one-page description of the project and proposed budget) No file chosen

Or,

(b) CONFERENCE FUND:

Conference Type: Regional National International

Conference Name:

Conference Location: (city)

Conference Dates: mm/dd/yyyy to

Presentation:

Supporting Document: (PDF)
(a brief one-page description of the presentation and proposed budget) No file chosen

Comment:

Notify when submit: Student
 Dept Chair
 Assistant(s) to Dept Chair
 Program Director (only for student who is in supporting department)

[SAVE ONLY](#) < Notify student

Note: After clicking the "SAVE ONLY" link, the application will become "SAVE_DRAFT" status. You can edit/submit it later. After clicking the "Submit" button, the application will be submitted to the supporting department. The chair of the supporting department will submit the application to Graduate School. You cannot edit the application once you submit it.

[< BACK TO CRF MAIN](#)

Student information, term and application type cannot be changed once the application has been initialized.

Enter estimated \$amount to request from the Graduate school and dept-shared amount (based on the budget information). Dept chair may overwrite these amounts, if needed.

Select the supporting dept if you are in a another department.

Select either research or conference type; and provide supporting information.

If you are not ready to submit and want it revised by your student, click [SAVE ONLY] link; and check [x] the box to notify the student.

Application information cannot be changed after it is submitted to the department.

C5. FACULTY ADVISOR: CRF UPDATE FORM

Application for Conference and Research Funding

Application	>	Faculty	>	Department	>	Grad School
Initialized		Submitted		Submitted		Decided

Student Information:

Student Name:
CWID:
Email:
Major:
Faculty Advisor:

You may review and update active fields, as needed. At this [SAVE_DRAFT] stage, your student may also make changes.

Funding Request Information:

Term: Spring 2018

Amount requested from the Graduate School: \$ 99

Conference Awards: max \$500 for travel within North America/Caribbean (\$800 for travel beyond)
Research Awards: max \$300 for expenses within North America (\$600 if involving travel beyond)

Amount of cost sharing by the department and/or college: \$

Supporting Department:

Computer Science

Type of Application:

a. Research b. Conference

(a) RESEARCH FUND:

Research Type: Thesis Dissertation

Supporting Document: (PDF) No file chosen
> [ATTACH FILE](#)

Or,

(b) CONFERENCE FUND:

Conference Type: Regional National International

Conference Name: TEST

Conference Location: Tuscaloosa (city)

Alabama

United States of America

Conference Dates: 5/1/2018 to 5/3/2018 (m m /dd/yyyy)

Presentation: Present own work

Document Name	View	Delete
TEST2.pdf	View	Delete

Supporting Document: (PDF) No file chosen
> [ATTACH FILE](#)

You can only upload one supporting document. If you upload a new file, it will replace the old one.

Comment:

TEST, PLEASE IGNORE, THANKS

Notify when submit:

Student

Dept Chair: _____

Assistant(s) to Dept Chair: _____

Program Director: _____

SAVE ONLY < Notify the student

C6. FACULTY ADVISOR: CRF APPLICATION VIEW PAGE

Application for Conference and Research Funding

Application Initialized	>	Faculty Submitted	>	Department Submitted	>	Grad School Decided
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Student Information:

Name:
CWID:
Residency:
Email:
Phone:LO
Address:LO

Academic Information:

Entry Term:
Graduate Program:
Latest Enrollment
Term:
Tide Together :
Advisor:

Once submitted to dept chair, nor further changes can be made to it.

Funding Request Information:

Last Activity: SUBMIT_FACULTY on 1/23/2018
 Application Term: Spring 2018
 Requested Amount: \$99 (to be provided by Graduate School)
 Department Shared Amount: \$99 (to be provided by CS: Computer Science)
 Type of Application: 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** | Additional Document
 Additional Fund: None
 Comment: TEST, PLEASE IGNORE, THANKS

You may view administrative activities performed by the department and the Graduate School.

Department Review:

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

Graduate School Review:

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

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

< RTSF 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