

CONFERENCE AND RESEARCH FUND (CRF)**Instructions for Graduate Student**

Access it from: [Grad School Website → Current Students Page → Grad Academic Activities → #3c. CRF]
<https://gradservice.ua.edu/login/student.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 Graduate Student:

1. **Application Initialization:**
 - a. Select your faculty advisor from the list of Graduate Faculty on the form. Provide necessary information, including term and the requested amount (est.) from the Graduate School for your application type (research or travel to conference).
 - b. Based on the application type, prepare your supporting document (this must also include proposed budget). Convert it into PDF and select it on the form for uploading.
 - c. If your faculty advisor is from a different department, you need to select a supporting department (your advisor may also select one).
 - d. You may now "save" your application for review by your advisor (check the box [x] to notify your advisor, if needed). At this stage, your application status is marked as SAVE_DRAFT.
2. **Update or Delete Application:**
 - a. Once initiated, some information cannot be changed, such as: faculty advisor, term and type of application. You may update other information until your advisor submits it to the department for approval.
 - b. You may also delete an application with SAVE_DRAFT status. However, once the application is submitted by the faculty advisor, it cannot be deleted.

C. Workflow Demonstration by Screenshots:

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

C1. GRADUATE ACADEMIC ACTIVITY – STUDENT MAIN PAGE

Department: _____
 Student Major: _____
 Entry Term: _____

Select an activity:

- 1. Graduate Application**
 - a. Graduate Application Information
 - b. Application Documents
- 2. Graduate Academic Activities**
 - a. Graduate Enrollment
 - b. International Teaching Assistant Program
 - c. Plan of Graduate Study
 - d. Thesis or Dissertation Activities
- 3. Financial Support**
 - a. Graduate Assistantship
 - b. Graduate Fellowships
 - c. Conference and Research Funding**
 - d. Alumni Heritage Graduate Scholarship
 - e. Academic Common Market
- 4. Graduation**
 - a. Application for Degree
 - b. Commencement Activity
 - c. Alumni Connection

Click here to manage your Conference and Research Funding (CRF) applications.

C2. CRF – MAIN PAGE

Conference and Research Funding

Application Deadlines:
 Spring 2018: 5/15/2018
 Fall 2017: 1/15/2018
[> See the application process: Instructions | Workflow](#)

New Funding Request Application

Click here to initiate a new CRF application.

You may update or view your existing applications.

Only application in "SAVE_DRAFT" can be deleted.

List of Funding Request Applications:

Term	Advisor	Type	Amount	Status	Edit/View	Delete
_____	_____	Conference	\$ _____	DECIDE_GRAD	View	Delete
_____	_____	Conference	\$ _____	DECIDE_GRAD	View	Delete

C3. CRF APPLICATION FORM

Application for Conference and Research Funding

Student Information:

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

Department: - select department -
Name:

Graduate Faculty selected:

Funding Request Information:

Term: - select - year(YYYY)

Amount requested from the Graduate School: \$

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)
- select state -
- select country -
Conference Dates: mm/dd/yyyy to
Presentation: - select -

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

Comment:

Notify advisor >

Note: After clicking the button, your application will become SAVE_DRAFT status. Only your advisor can submit it to the department.

[< CRF: Main](#)

Should select Supporting Department if student and faculty are from different departments.

Selecting a department will list active Graduate Faculty members in the list box below. Select your advisor from the list.

NOTE: Faculty advisor, application term and type (research/conference) cannot be changed after an application is initiated.

Select either Research or Conference then provide its supporting information.

The note you enter here can also be edited by your advisor. You and your advisor are both preparing this application to submit to the dept chair for approval.

Check [x] this box to notify your advisor that you have initiated and prepared the application for her/him to submit to the department.

C4. CRF APPLICATION: UPDATE PAGE

Application for Conference and Research Funding

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

Student Name:

CWID:

Email:

Residency:

Department:

Major:

Faculty Advisor:

Funding Request Information:

Term: Spring 2018

Amount requested from the Graduate School: \$

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: \$ (faculty advisor or dept-chair enters this amount)

Supporting Department:

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:

Conference Location: (city)

Conference Dates: to (mm/dd/yyyy)

Presentation:

Document Name	View	Delete
TEST2.pdf	View	Delete

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

Comment:

Notify advisor >

You can only upload one supporting document. New uploaded file will replace the old one.

Your advisor will have the same view of this application. Some parts (such as Comment) can be filled up by advisor.

You may review and update the active fields if needed. Your advisor is also able to make these changes.

C5. 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:		Academic Information:	
Name:		Entry Term:	
CWID:		Graduate Program:	
Residency:		Latest Enrollment Term:	
Email:		Tide Together :	
Phone:LO		Advisor:	
Address:LO			

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

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

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

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

Once submitted to the dept chair for review, nor further changes are allowed.

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

Detailed activity log keeps the workflow history for your future reference.