

**Submit completed forms to the
Office of the Vice President
for Academic Affairs & Provost**
(Room 302, Twamley Hall; Box 8176)

ACTION

Date Received _____

Routing Date _____

Approved \$ _____

Not Approved

Date: _____

INTERCOLLEGIATE ACADEMICS FUND REQUEST

Date of Application _____

Name of Group or Department _____

Number of Students for which Funding is being requested _____

Faculty or Administrative Contact _____

Purpose of Group:

Nature of Request

Name of Event, Site and Dates:

Is this regularly held? _____ Date of last attendance? _____

Source of funds for last participation:

Has the group or any student for which funding is being requested now received previous funding from the Intercollegiate Academic Fund. _____. If so, when and in what amount? _____

Identify the costs per person and for the group for registration, housing and transportation. Please be as specific as possible. Attach program and registration materials which document the costs listed.

Your total cost: _____

AMOUNT REQUESTED FROM INTERCOLLEGIATE ACADEMICS: _____

Other sources of funding for this activity:

Names of students attending: (If not available, indicate number and how decisions will be made. If funds are approved, names must accompany the requisition before money is granted.) ALL STUDENTS MUST BE CURRENTLY ENROLLED AND HAVE PAID TUITION AND FEES.

How would attendance at this event benefit this group and the campus as a whole?

Anticipated means of sharing the knowledge gained:

We verify that the above information is accurate to the best of our knowledge. If plans change, we will promptly inform the Vice President for Academic Affairs and Provost.

Student President or
Representative Signature

Faculty Advisor Signature

Print Name

Print Name

Phone: _____

Phone: _____

INTERCOLLEGIATE ACADEMICS FUND GUIDELINES

Purpose: The Intercollegiate Academics Fund exists to promote and support intercollegiate academic experiences for UND students and groups. These experiences should be primarily academic in nature with a direct link to a program of study or department on campus. The fund is designed in particular to promote participation in intercollegiate academic competitions. Leadership development activities are also eligible for consideration.

Funding Priorities Will be as Follows:

1. Intercollegiate academic competitions.
2. Student presentations at professional conferences.
3. Student attendance at professional conferences.

Proposals Not Eligible:

1. Class/Organizational Field Trips.
2. Social, religious or partisan political activities.

Criteria for Consideration of Proposals:

1. The event should enhance the professional development of students and result in some value to the university. Individuals are expected to share knowledge gained in some form with the larger campus community, such as an article in the paper, a presentation, or sharing of materials.
2. Individuals, groups and departments should normally expect to contribute to a portion of the costs of the activity. Full support of a trip will not generally be provided. No requests for food costs will be considered. All costs must be documented by attachment of registration materials, hotel forms, etc.
3. An organization may receive funding to attend the same meeting in successive years, provided that different students attend. In other words, the same student cannot attend the same meeting two years in a row. IN ADDITION, STUDENTS TYPICALLY DO NOT RECEIVE FUNDING SUPPORT TO ATTEND MORE THAN ONE MEETING IN ANY GIVEN YEAR.
4. Preference will be given to support a large number of groups on a single basis, as opposed to support of a single group for more than one activity. When a group requests support for multiple activities in a given year, indication should be given that different individuals will be served.
5. The funds shall not generally be used to augment or replace those already received from student activity fees or departmental funds.
6. Requests should be made well in advance of the activity. Reimbursement requests will not be considered after expenses have already been incurred.
7. Requests should come from established groups on campus or through academic departments, as opposed to individual students. The university may initiate a request to send selected students to represent it at particular events.

8. All students must be currently enrolled and have paid tuition and fees to be eligible to receive funding. Students continuing research from a previous semester with no additional registration would not be eligible.
9. The Intercollegiate Academics Fund is not intended to support faculty travel expenses. However, it is appropriate for this fund to support expenses for a university or personal vehicle which is driven by a faculty member for the purposes of transporting a group of students.
10. Past funding does not insure future approval for the same activity.

Requirements and Expectations for Receipt of Funds:

1. All funded expenditures will be requisitioned in advance through the Office of the Vice President for Academic Affairs and Provost.
2. A list of the names of the students attending must accompany the requisition for funding. Requisitions will not be processed until the list is provided.
3. Any changes in plans for travel or in the number of students attending should be reported immediately. A reduction in the number of students may result in an allocation reduction.
4. Groups are requested to publicize trips in advance in the Dakota Student, as well as to announce publicly any meetings held following the event at which information from the activity is to be shared. Results of competition should also be reported to the Dakota Student.
5. A report of the activity must be filed in the Office of the Vice President for Academic Affairs and Provost prior to the reimbursement of expenses. Failure to submit a report will affect future funding of requests.

Requests should be made on a form provided and submitted to the Vice President for Academic Affairs and Provost, Room 302, Twamley Hall or Intercampus Box 8176.

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INTERCOLLEGIATE ACADEMICS FUND REPORT

Upon completion of travel, submit a complete report to the Vice President for Academic Affairs and Provost, Room 302 Twamley Hall or Box 8176.

NAME OF GROUP/DEPARTMENT:

NAME OF EVENT, SITE AND DATES:

NAMES OF STUDENTS ATTENDING:

DESCRIBE THE NATURE OF PARTICIPATION:

DESCRIBE BENEFITS DERIVED FROM THE EVENT:

DESCRIBE EFFORT MADE PRIOR TO/AFTER PARTICIPATION TO PUBLICIZE THE ACTIVITY OR SHARE INFORMATION GAINED:

REPORT PREPARED AND SUBMITTED BY: