Student Travel Support

General Information:

The goal of this travel award is to encourage student authors in the Department of Computer Science to participate in prestigious conferences and workshops by providing some financial support for attendance.

The amount of support provided to each student will be $1,200 or the actual documented amount of expenses, whichever is less. This amount is intended to cover the majority of the student’s travel and registration expenses. We expect the breakdown of costs to be approximately $400 for conference registration, $300 for economy airfare if non-local (more than two hours by road), lodging for up to three nights ($120 per night), and meals.

For consideration, an applicant for the travel award must be a full-time student in our doctoral program with good status. Additionally, an applicant must be either the primary author of a paper that has been accepted at a prestigious conference or workshop, or invited to a prestigious invitation-only workshop. Finally, an applicant must submit proof that they have applied for any student travel support the conference itself provides, and indicate how much support has been received.

Application Process:

The student should apply for the travel award as early as possible and at least six weeks before the starting date of the conference or workshop. Before applying for department support the student should check whether the conference provides student travel scholarships. If it does, the student must apply for the conference scholarship in order to be eligible for travel support from the department. If the student receives a scholarship from the conference, the department may complement travel support provided by the conference if it does not cover all of the student’s expenses. If the student does not receive a scholarship from the conference, the department may award travel support.

When applying for a travel award, the student should submit his/her vita, the acceptance letter and a copy of the accepted paper, (or a copy of the invitation), a copy of the application for student support to the conference, a copy of the response obtained from the conference, a personal statement, and a supporting letter from the student’s advisor to the chair of the GAS committee.

The personal statement should include:
1. A brief summary of research interests and accomplishments to date;
2. A description of areas reflected in the conference/workshop program that would impact the student’s research;
3. Why the conference/workshop attendance is important to this student;
4. A URL for the conference website or a copy of the CFP for the conference.
The student’s advisor should send a letter of recommendation to the committee, addressing the following points:

1. Confirmation that the student is a full-time doctoral student in good standing;
2. Confirmation that the student is an author or a co-author of the accepted paper who will be presenting the paper, or the recipient of the invitation;
3. Confirmation that the conference / workshop is a prestigious one in a relevant field;
4. Confirmation that the student has applied for support from the conference organization and confirmation of the response received;
5. The advisor’s view on the suitability of the conference program to the student’s research area;
6. Ways this particular student would benefit from attendance at the conference;
7. The advisor’s opinion about the strengths and potential of the student.

Decision Procedure:

The recipients of the travel award will be determined by the GAS committee. The committee will process an application within three weeks of receiving the complete application package.

Travel Award Reimbursement Process

At least one week before you begin your travel, you must submit a Travel Pre-Approval form to the GAS Committee Chair.

Within one month of the travel, please submit the following items electronically:

- A completed GW travel reimbursement form signed by the student’s advisor
- A cover page providing a summary of all reimbursed expenses;
- Original airplane boarding passes with your name (proof of travel);
- Conference registration receipt;
- Original receipts for all expenses you plan to reimburse (e.g. airline tickets, hotel bill). The receipts must clearly show expense amount, currency name (e.g. USD), the date of purchase, and your name (where applicable)

to the GAS Committee Chair

   Attn: Chair of GAS Committee
   RE: Travel Award Reimbursement
   801 22nd St. NW, Suite 704
   Washington DC 20052

Please include in the cover page your name, email address, mailing address and telephone number where you can be reached. Do not forget to keep copies of all mailed items for your reference.