



**The 2014 International Conference on Collaboration Technologies and Systems  
(CTS 2014)  
May 19 - 23, 2014  
The Commons Hotel  
Minneapolis, Minnesota, USA**

---

## **CTS Student Travel Grant Application Form**

The International Conference on Collaboration Technologies and Systems offers a small number of contingency student travel grants to qualifying and selected full-time students who need a supplement to their travel support to present an accepted paper at any of CTS's meetings.

To be eligible, students must:

- Be presenting an accepted paper at a CTS session or workshop
- Submit a student travel grant application form detailing need for funds no later than 7 weeks prior to the 1st day of the conference
- Be a full-time student who is not also a full-time employee in industry, government, or academia (please submit a proof of status from your university)
- Have one letter of recommendation from your immediate advisor or department head
- Have written support from the chair (letter or email) of the conference's session or workshop at which your paper will be presented indicating that your paper presentation is necessary to the session's success

**PAPER TITLE:** \_\_\_\_\_

**SESSION:** \_\_\_\_\_

### **STUDENT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

ACADEMIC INSTITUTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ FIELD OF STUDY: \_\_\_\_\_

LEVEL OF STUDY: \_\_\_\_\_ DEGREE SOUGHT: \_\_\_\_\_  
ANTICIPATED GRADUATION DATE: \_\_\_\_\_

**FACULTY ADVISOR INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**GRANT QUALIFICATIONS**

Have you ever received CTS Funding to attend a meeting? YES ( ) NO ( ) If so, when \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Are you a full time-time student? YES ( ) NO ( )

Are you otherwise employed? YES ( ) NO ( ) If so, how? \_\_\_\_\_  
\_\_\_\_\_

Please list your other sources of funding and how the CTS grant would help you attend the conference.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED EXPENSES**

Travel \_\_\_\_\_ Lodging \_\_\_\_\_ Total \_\_\_\_\_

**SIGNATURES**

**Student:** *I certify that this information is true and complete to the best of my knowledge.*

\_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Advisor:** I certify that our institution is unable to provide full funding for the applicant to attend the CTS conference.

\_\_\_\_\_ Date: \_\_\_\_\_

- Required attachments:**
1. Letter of recommendation from your department head or immediate advisor
  2. Letter or email from your session chair indicating that your paper's presentation is necessary for the session's success