

**Submit Completed Application to the Office of the Executive Vice President and Provost
001 Seerley Hall, 0707**

2009-2010 Deadlines: September 3 February 4
 October 1 March 4
 November 5 April 1
 December 3 May 6

ACTION OF COMMITTEE Date Received _____ [] Approved \$ _____ [] Not Approved
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INTERCOLLEGIATE ACADEMICS FUND APPLICATION

**Please Read the IAF Guidelines Before Completing This Form
(Application Must be Typed)**

Date of Application: _____

Name of Group/Department: _____

Number of Students Applying: _____

Student Information

Name

ID #

Undergraduate (U)/Graduate (G)

Faculty or Administrative Sponsor: _____

Project Description (Briefly describe your project *and each person's role in the project* in 3 or 4 sentences):

Event Information

Name of Event: _____

Location: _____

Date(s): _____

Event Website URL (Attach brochure if no website): _____

Activity Type: (Please mark the applicable box)

Presentation A copy of your acceptance letter and an abstract of your presentation must be attached.

Academic Competition A copy of your acceptance or invitation to compete and a description of the competition must be attached.

Invited Performance A copy of the invitation and description of the event must be attached.

Other Describe and include verification of your participation:

Budget Information

Use the template below to complete a budget specifying costs for the group for basic registration, housing and transportation (IAF does not pay for meals, membership dues, visas or presentation supplies/materials). Please be as specific as possible. Attach a conference program, registration materials, airfare quote, and other materials, which document the costs listed in the budget. [Applications lacking a budget and documentation will **NOT** be considered.]

BUDGET CATEGORY	BUDGET AMOUNT
Registration fees	
Housing (hotel/motel)	
Transportation: airfare	
Transportation: Vehicle usage – connect to Out of State Mileage chart Or In State Mileage chart And multiply mileage x .285	
Transportation: parking	
TOTAL EXPENSE	

Other Expected Funding for this Activity

Name of Source Amount Requested Indicate whether denied, pending or approved

Amount Requested from Intercollegiate Academics Fund: _____

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

How will you share your experience and knowledge gained from participating in this activity with the UNI campus?:

We acknowledge that we have read the IAF Guidelines and verify that the above information is accurate to the best of our knowledge. If plans change, we will promptly inform the Office of the Executive Vice President and Provost. Signatures below constitute agreement to abide by the “Intercollegiate Academics Fund Guidelines.” Please review the guidelines and IAF Application Checklist before submitting this application.

Student Representative Signature Date Faculty Sponsor Signature Date Phone

Phone _____

Department Head Signature Date Phone

[NOTE: A completed Intercollegiate Academics Fund Report is required in order for reimbursement to take place. This form is attached to the award e-mail sent to the faculty sponsor and is also available on the Forms Repository. Reimbursement requests MUST be made within 14 days of the completion of the trip. After 14 days the award is cancelled and funds are returned to the account for future applicants.]

The University of Northern Iowa requests this information for the purpose of considering your application. No persons outside the University are routinely provided this information. Responses to all items are required. If you fail to provide the required information, the IAF Committee will not to act on this application.

Date Revised: October 2009

IAF Application Check List **(Application must be typed)**

I have attached the budget documentation required for the activity type noted in the IAF Application.

Activity Type

Presentation – A copy of your acceptance letter and an abstract of your presentation must be attached.

Academic Competition – A copy of your acceptance or invitation to compete and a description of the competition must be attached.

Invited Performance – A copy of the invitation and description of the event must be attached.

Other – Describe the activity and include verification of your participation.

I have attached the budget documentation required for the expense type.

Budget Information

Registration – Include conference brochure or other documentation that notes basic registration amount. As noted in the IAF Guidelines, membership fees are not an allowable expense.

Housing – Include hotel quote, conference brochure or other documentation detailing the amount of the housing expense. Please note that groups are encouraged to share rooms, as the IAF is unable to support funding for single rooms.

Travel – Include quotes for airfare, University Carpool (contact Elaine at 273-2610 for quote), or a vehicle rental quote from an off-campus vendor. If traveling by personal vehicle, mileage is reimbursed at a rate of .285/mile* for travel to and from the event only. Mileage is calculated using the university tables found at the links below. If the destination is not listed on the chart, you may use Mapquest or a similar site to show the mileage.

http://www.vpaf.uni.edu/obo/accounts_payable/outofstate.pdf for out-of-state destinations

http://www.vpaf.uni.edu/obo/accounts_payable/instate.pdf for in-state destinations

**Note: Do not list estimated fuel cost on the budget, as fuel is covered in the per-mile rate.*

Points to remember before submitting IAF Application:

- **Students do not receive funding support to attend more than one meeting in any given fiscal year (July 1 to June 30), so be certain not to include anyone on your application form who has been funded previously.**
- Faculty sponsor expenses should **not** be included in the student budget.
- Following the event, an IAF Report Form must be submitted to the Office of the Executive Vice President and Provost before reimbursement will take place. Only students awarded funding should be included in this report.