INTERCOLLEGIATE ACADEMICS FUND GUIDELINES

The Intercollegiate Academics Fund exists to promote and support intercollegiate academic experiences for full-time degree-seeking UND students. 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.

- **Application Deadlines:**
  - September 15, 2015
  - January 15, 2016
  - May 15, 2016
- Applications must be submitted prior to the event for which funding is requested.
- Applications may be accepted after the deadlines posted above and will be considered if funds are available. Your event must not have occurred prior to your submittal date.
- The application form is available at: [http://und.edu/research/grants-and-funding/intercollegiate-academics-fund.cfm](http://und.edu/research/grants-and-funding/intercollegiate-academics-fund.cfm). Requests must be made on the form provided and submitted to the Office of the Vice President for Research & Economic Development at vpr@research.UND.edu.

**Funding Priorities:**
1. Intercollegiate academic competitions.
2. Student presentations at professional conferences.
3. Participation of officers or representatives of student organizations at professional conferences.

**Ineligible Proposals:**
1. Class or organization field trips.
2. Social, religious, or partisan political activities.
3. Activities or events that are mandatory or required for a course or program of study.

**Criteria for Consideration:**
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 with the larger campus community in some form, 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, travel receipts, etc.
3. A student cannot be funded to represent a group or organization to attend the same event in successive years.
4. No student shall be funded more than once in a fiscal year.
5. The funds shall not be used as a substitute for funds available from student activity fees or departmental funds.
6. Requests should be made well in advance of the activity in accordance with the posted deadlines. Reimbursement requests will not be considered after expenses have already been incurred.
7. Requests should come through academic departments or student organizations. The university may initiate a request to send selected students to represent it at particular events.
8. All students must be enrolled full-time at the time of the event and have paid tuition and fees to be eligible to receive funding.
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 purpose of transporting a group of students.
10. Past funding does not ensure future approval for the same activity.
Requirements and Expectations for Receipt of Funds:

1. All funded expenditures will be requested in advance in accordance with the posted deadlines through the Office of the Vice President for Research & Economic Development.
2. For group events, each student must submit an individual application.
3. Any changes in the expected use of funds must be reported and approved in advance.
4. If an individual does not attend the event for which he or she was awarded funding, no pre-paid expenses will be reimbursed.
5. Groups are expected 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. Competition results should also be reported to the Dakota Student.
6. Summer funding is based on the following:
   a. Travel beginning in May or June requires full-time status with paid tuition and fees as a student in the preceding spring semester.
   b. Travel beginning in July or August requires full-time status with paid tuition and fees as a student in the fall semester.
7. Prior to reimbursement of expenses, a report of the activity must be filed in the Office of the Vice President for Research & Economic Development. Failure to submit a report will affect future funding of requests.

If you have any questions, please contact the Office of the Vice President for Research & Economic Development by email at vpr@research.UND.edu or by phone at 777-6736.