PROGRAM GUIDELINES

The J. Tinsley Oden Faculty Fellowship Research Fund was established in 1993 by private donations to further the objectives and goals of ICES.

1. Purpose: To bring outstanding researchers and scholars in computational engineering and sciences and computational and applied mathematics to work with ICES faculty and students on ongoing research problems, and to bring internationally renowned specialists in these disciplines to lecture so as to expose ICES researchers to new developments, while also enhancing the stature and visibility of the Institute.

2. Terms:
   • This fund is to be used to support senior visiting scholars. Students, postdoctoral or permanent employees are not eligible.
   • Length of visit to ICES must be from a minimum of two weeks to a maximum of one year.
   • Priority is given to visitors who interact with sponsors who are active in ICES research activities.
   • The following expenses incurred during the visitor’s stay will be the responsibility of the faculty sponsor: copying, all mail, long distance charges (including faxes).
   • ICES must comply with the UT travel policies concerning maximum expense allowances for state or local funds. If a faculty sponsor arranges hotel accommodation for a visitor and exceeds the required limits, a letter of justification must be submitted to the UT Comptroller for review. If the request is not approved, it will be the responsibility of the sponsor to cover the exceeded amount.
   • Honorarium is given in rare cases that are approved by the ICES director.

3. Faculty Sponsors: All visiting fellows must have a sponsor who is an ICES faculty member. The sponsor is responsible for submitting a completed application for his/her candidate and to confer with the Program Coordinator concerning special arrangements such as visas*, lodging, etc. The designated sponsor is also expected to function as a host of the visitor, endeavoring to make the visit pleasant and productive.

4. Application: An application form for each proposed visitor must be submitted by the appropriate announced deadline to Ms. Sheila Townsend, the Fellowship Program Coordinator.

5. Documentation of Visit: All visiting fellows are required to provide a page summary of research conducted during their visit and must submit this summary to the program coordinator before payment or reimbursements are processed.

* Due to increased immigration requirements, the Coordinator must be notified of visa requests at least three months before the visitor’s arrival date. Any delay could significantly affect the visitor’s arrival date and/or payments.