

# Name Collision Analysis Project

## Supported Travelers Funding Guidelines

### 17 January 2020

The NCAP Project has limited funding to cover travel for some NCAP Discussion Group members to NCAP workshops. The funding is meant to be supplementary funding to cover, for example, the costs of an additional night's accommodation and per diem. NCAP Discussion Group members are encouraged to secure primary funding from their organizations. In this document, we lay out the selection criteria, application process, approval process, and reporting requirements.

## 1. Selection Criteria

1. All NCAP Discussion Group members are eligible to receive the funding, which covers hotel and per diem for the additional one or two days required to attend the NCAP Workshop. In exceptional circumstances, the funding may also cover airfare (economy class).
2. The funding is meant to be supplementary funding. NCAP Discussion Group members are encouraged to secure funding from their organizations first. For SSAC members who are part of the NCAP Discussion Group, they must first apply to receive funding through the SSAC supported traveler program. They become eligible only after they are not funded through the SSAC supported traveler program.
3. The selection is based on the following funding priorities:
  - a. **First Priority:** NCAP Co-Chairs.
  - b. **Second Priority:** Active Work Party members, as determined by the NCAP Administrative Committee.
  - c. **Third Priority:** Active NCAP Discussion Group members who have displayed a commitment to contribute to the work of the NCAP, or researchers/data providers who have made or could make significant contributions to the NCAP Project, as determined by the NCAP Administrative Committee.
4. Funding requests are considered one priority at a time, by descending order. After all requests in a priority category are considered, at the discretion of the NCAP Administrative Committee, remaining slots will be moved to the next priority. Within each priority, if there are more requests than the funding available, a public verifiable random selection, as described in RFC3797, would be conducted.

## 2. Application Process

1. An NCAP Request for Travel Support form needs to be completed to initiate the process.
2. The Request must be sent to NCAP Support Staff by the announced deadline.
3. Decisions will be shared via email and posted publicly on the NCAP Wiki.

### 3. Approval Process

1. NCAP Administrative Committee makes the selection.

### 4. Reporting

1. All requests and decisions will be published on the NCAP Wiki page for transparency purposes.
2. NCAP Discussion Group members must submit to NCAP Administrative Committee, no later than 30 days after the end of the workshop, a report summarizing the sessions he/she attended and possible outcomes, meetings held, contacts made and assessment of the experience as relates to the NCAP project.