**Dear** <name>,

On behalf of the ACM SIGUCCS Awards Selection Committee, I want to thank you for your application for one of the travel grants for our upcoming <fall/spring> conference in <conference location>. We had many more applications than we had anticipated, and those we received were impressive.  That encourages us to think that the program is very worthwhile.  Unfortunately, that also means that most of the applications had to be denied, since funds are limited to <n> grants.

(\*\*\*\*Note to ASC: Fall grants: there are 4 for staff and 2 for students; Spring grants: 5 for staff only\*\*\*\*).

You were not selected for one of those grants, but we suggest that you consider applying again for a future conference.  Each fall conference and spring symposium will consider applications without regard to the preceding ones, except that anyone who once receives a grant will no longer be eligible for another grant to the same meeting in a future year.  This will ensure that the grants are spread widely throughout the higher education IT community over time.

We hope that you will still be able to attend this year’s conference.  If you are, we look forward to meeting you there.

Best regards,

<Awards Selection Committee Chair>

ACM SIGUCCS Awards Selection Committee

<Title>

<Address>

<Phone>