

Graduate

faculty

Executive

Committee

MEMBERS:

Jalal Alemzadeh
Mathematics

Cynthia Benton, Chair
Childhood/Early Childhood
Education

Jena Curtis
Health

Jose Feliciano
Admissions

Tracy Frenyea
Advisement & Transition

Michele Gonzalez
Literacy

Thomas Hanford
Interim Registrar

Ellie McDowell-Loudan
Sociology/Anthropology

Peter McGinnis
Kinesiology

Kevin Sheets
History

Carol Van Der Karr
Associate Provost for
Academic Affairs

2011-2012 Graduate Student Research Travel Grants Application

Fall 2011 Application Deadline: Friday November 11, 2011

For travel between July 1 and December 31, 2011

Spring 2012 Application Deadline: Friday, April 13, 2012

For travel between January 1 and June 30, 2012

The Graduate Student Travel Grant Program is designed to assist with reimbursing travel costs of SUNY Cortland graduate students who travel to present the results of their original research at regional, national, or international conferences.

Eligibility: The GFEC will accept applications from graduate students who are traveling to present the results of their original research at a regional, national, or international conference. Students must have a designated faculty sponsor/mentor.

Awards are for travel between July 1, 2011 and June 30, 2012. The GFEC will accept only one application per eligible applicant per year, **either** during the fall **or** spring semester. The application must be submitted during the semester in which the travel takes place, or in the case of summer travel, in the following Fall semester. The application may be for travel that has already taken place (e.g., before the application deadline) during that semester, or at a later time in the semester in which the application is submitted.

Should the application be successful, the actual award amount may depend on available funds, number of applicants, and the distance/costs necessary for travel.

The GFEC encourages faculty sponsors to attend the conference with their presenting student(s). To this end, the GFEC may be able to offer limited funds to assist faculty travel when other funding sources (e.g., faculty grants, school allotment, College Research Committee grants, UUP/IDA grants, and Faculty Development Center Small Grants Program) are exhausted or insufficient.

Travel awards can only be applied for actual expenses incurred, and award recipients must submit original receipts to receive travel reimbursement.

A complete application MUST include documentation (including the abstract and program with student's name) that the student will be presenting (or has presented) at a professional and/or academic conference (see check list next page).

Contact Dr. C. Benton (Childhood/Early Childhood Education, ext. 4631), Chair of the GFEC, other Committee members, or the GFEC Secretary, Pam Schroeder (ext. 2206), with questions about or for assistance in completing this application.

2011-2012 Student Research Travel Grants Application
SUNY Cortland Graduate Programs

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Spring 2012 Application Deadline: Friday, April 13, 2012

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Application Round (please check one):

Travel during the Fall 2011 Semester (or Summer 2011)

Travel during the Spring 2012 Semester

Student and Travel Information:

1. Applicant Name: _____ 2. C #: _____

3. Major: _____ 4. Number of Credits Earned _____

5. Campus/Local Address: _____

6. Phone: _____ 7. Email: _____

8. Faculty Sponsor Name/Department: _____

9. Travel Date(s): _____

10. Destination and Name of Conference:

11. Title of Talk/Presentation:

Application Check List. Complete applications must include all the following:

Application is signed by both student and faculty sponsor/mentor.

Attach a copy of the conference brochure/announcement or program and highlight the presentation with student's name.

Attach a copy of the abstract.

Attach either notification of acceptance or (if acceptance is pending) a statement of an approximate date when notification is expected.

A completed and signed Travel Authorization form.

Budget page is complete with official per diem and mileage rates indicated.

The GFEC reserves the right to reject incomplete applications.

12. **Expenses.** Please complete items a. through f. below providing itemized and total travel expenses for each travel request. Please complete the appropriate column: **Actual** if the travel has already taken place or **Anticipated** if the travel has not been completed. Please refer to the *Graduate Grant Programs Reimbursement Guidelines* document for help with completing the budget page. **Information regarding per diem rates may be found in the SUNY Cortland Business Office travel guidelines site at: <http://www2.cortland.edu/offices/business/accounts-payable/>.**

	Per Diem/Mileage	Actual	Anticipated
a. Airfare		\$ _____	\$ _____
b. Mileage	\$ 0.555 /mile x _____ miles	\$ _____	\$ _____
c. Registration Fees		\$ _____	\$ _____
d. Per diem meals*	\$ _____ /day x _____ day(s)	\$ _____	\$ _____
e. Per diem lodging*	\$ _____ /night x _____ night(s)	\$ _____	\$ _____
f. Other (explain below)		\$ _____	\$ _____
		\$ _____	\$ _____
TOTAL EXPENSES (12a. through 12f.)		\$ _____	\$ _____

Note: All items in the budget (except per diem meals*) require original receipts for reimbursement. Per diem meals and lodging can only be applied towards actual dates of activity plus reasonable travel time to and from activity. **Reimbursement for lodging cannot exceed the official per diem rate.** Please call Pam Schroeder at ext. 2206 should you have questions.

13. **Contributions.** Please list any other sources of funds (e.g., your professor's grant, personal savings) that has (or will) support your travel.

TOTAL CONTRIBUTIONS \$ _____

14. **TOTAL REQUESTED** (Total Expenses minus Total Contributions) \$ _____

Signature of Student Traveler: _____ **Date:** _____

Signature of Faculty Sponsor: _____ **Date:** _____

Please check here if faculty sponsor would like to be considered for GFEC travel funds to attend the meeting with their student. To be considered, the faculty member must include a completed travel authorization form (signed by department chair and school dean), a written statement indicating other sources of funding for which they have applied, and an itemized budget for the requested amount.

Applications and required documentation must be submitted to the GFEC Office, Miller Building Room 404 by close of business on the due date for that semester's competition.