



**Christopher McRoberts**  
URC Director

**Cynthia Benton**  
Childhood/Early Childhood  
Education

**Philip Buckenmeyer**  
Kinesiology

**Terrence Fitzgerald**  
Biological Sciences

**Amy Henderson-Harr**  
Research and Sponsored  
Programs

**Joy Hendrick**  
Kinesiology

**Kathryn Kramer**  
Art and Art History

**Mark Prus**  
Provost and Vice President  
for Academic Affairs

**Sharon Steadman**  
Sociology/Anthropology

**Orvil White**  
Childhood/Early Childhood  
Education



**2012-2013**

## **Student Research Travel Grants Application** **SUNY Cortland Undergraduate Research Council**

**Fall 2012 Application Deadline: Friday November 16, 2012**

*For travel between July 1 and December 31, 2012*

**Spring 2013 Application Deadline: Friday March 22, 2013**

*For travel between January 1 and June 30, 2013*

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

**Eligibility:** The Council will accept applications from full-time undergraduate 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, 2012 and June 30, 2013. The Council 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 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. **Awards will typically be less than \$500.**

The URC encourages faculty sponsors to attend the conference with their presenting student(s). To this end, the URC 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 Committee 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. McRoberts (Geology Department, ext. 2925), Director of the Undergraduate Research Council, the URC Secretary, Haley Zurell (ext. 2815) or other Council members with questions about or for assistance in completing this application.

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**Application Round (please check one):**

- Travel during the Fall 2012 Semester
- Travel during the Spring 2013 Semester

**Student and Travel Information:**

1. Applicant Name: \_\_\_\_\_ 2. ID #: C00- \_\_\_\_\_
3. Major: \_\_\_\_\_ 4. Year in school:  Freshman,  Sophomore,  Junior,  Senior
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.
- Attach a copy of the conference brochure/announcement or program and highlight the presentation and 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.
- Budget page is complete with official per diem and mileage rates indicated.

**The Undergraduate Research Council reserves the right to reject incomplete applications.**

**12. Expenses.** Please complete items a. through e. 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. **(Information regarding per diem rates may be found in the SUNY Cortland Business Office travel guidelines at [www.cortland.edu/business/acctpay.html](http://www.cortland.edu/business/acctpay.html))**

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

\* 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 Haley Zurell in the URC Office (x2815) 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 URC travel funds to attend the meeting with their student. To be considered, the faculty member must include a complete travel authorization form (signed by department chair and school dean), a written statement indicating other sources of funding for which they have applied, an itemized budget and the requested amount.

Applications must be submitted to the Undergraduate Research Council Office Bowers Hall, Rm. 342) on or **before 4:00 PM** on the due date for that semester's competition (see page 1 of application for dates).