**G F E C**

**Graduate Faculty Executive Committee**

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**2015-2016 Graduate Student Research**

**Travel Grants Application**

**Fall 2015 Application Deadline: Friday November 13, 2015**

*For travel between July 1 and December 31, 2015*

**Spring 2016 Application Deadline: Friday, April 8, 2016**

*For travel between January 1 and June 30, 2016*

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, 2015 and June 30, 2016. 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 Pam Schroeder, GFEC Secretary (ext. 2206), or any committee member with questions about or for assistance in completing this application.

**2015-2016 Student Research Travel Grants Application**

**SUNY Cortland Graduate Programs**

**Fall 2015 Application Deadline: Friday, November 13, 2015**

*For travel between July 1 and December 31, 2015*

**Spring 2016 Application Deadline: Friday, April 8, 2016**

*For travel between January 1 and June 30, 2016*

**APPLICATION ROUND (please check one):**

 Travel during the Fall 2015 Semester (or Summer 2015)

 Travel during the Spring 2016 Semester

**STUDENT INFORMATION:**

|  |  |
| --- | --- |
| **Applicant Name:**  | **C#:** |
| **Major:**  | **Number of Credits:** |
| **Campus/Local Address:** |
| **Phone:** | **Email:** |
| **Faculty Sponsor Name and Department:**  |

**TRAVEL INFORMATION:**

|  |  |
| --- | --- |
| **Travel Date(s):** | **Destination:** |
| **Name of Conference:** |
| **Title of Talk/Presentation:**  |

**APPLICATION CHECK LIST –** Completeapplications 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 Research Foundation Travel Authorization** [**form**](http://www.cortland.edu/business/RF%20Forms/Travel%20Authorization%20Request.pdf)**.**

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

**The GFEC reserves the right to reject incomplete applications.**

**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 for lodging and meals may be found at <http://www.gsa.gov/portal/content/104877>**.**

 **Per Diem/Mileage Actual** **Anticipated**

1. Airfare $ $
2. Mileage $ 0.575 /mile x miles $ $
3. Registration Fees $ $
4. Per diem meals**\*** $ /day x day(s) $ $
5. Per diem lodging**\*** $ /night x night(s) $ $
6. Other (explain below) $ $

 $ $

**TOTAL EXPENSES** (a. through f.) $ $

**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. **Because reimbursement for lodging cannot exceed the official per diem rate, you are responsible for the outstanding expenditure.** Please contact Pam Schroeder at ext. 2206 should you have questions.

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

$ $

**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.**