2014-2015

Student Research Travel Grants Application
SUNY Cortland Undergraduate Research Council

Fall 2014 Application Deadline: Friday November 14, 2014
For travel between July 1 and December 31, 2014

Spring 2015 Application Deadline: Friday March 27, 2015
For travel between January 1 and June 30, 2015

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, 2014 and June 30, 2015. 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 2014 Semester
☐ Travel during the Spring 2015 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: ________________________________
12. Is this a multi-authored or collaborative presentation? ___ yes ___ no.
   If yes, please describe below your contribution to the overall scholarly activity AND your role in the presentation.
   ________________________________

The Undergraduate Research Council reserves the right to reject incomplete applications.
13. **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).

<table>
<thead>
<tr>
<th>Per Diem/Mileage</th>
<th>Actual</th>
<th>Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Airfare</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>b. Mileage</td>
<td>$__/mile x ___miles</td>
<td>$_________</td>
</tr>
<tr>
<td>c. Registration Fees</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>d. Per diem meals*</td>
<td>$__/day x ___days</td>
<td>$_________</td>
</tr>
<tr>
<td>e. Per diem lodging *</td>
<td>$__/night x ___nights</td>
<td>$_________</td>
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<tr>
<td>f. Other (explain below)</td>
<td>$_________</td>
<td>$_________</td>
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</tbody>
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**TOTAL EXPENSES** (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.**

14. **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** $________

15. **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.

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

☐ Application is signed by both student and faculty sponsor.
☐ Attach a copy of the abstract, conference brochure/announcement or program and highlight the presentation and student’s name.
☐ 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 complete and signed application form should be returned to the Undergraduate Research Council (Bowers Hall, Rm. 144) or electronically to haley.zurell@cortland.edu