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**2021-2022**  
**Student Research Travel Grants Application**  
**SUNY Cortland Undergraduate Research Council**

For travel between October 1, 2021 and June 30, 2022

The Undergraduate Research Council's Student Research 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.

In order to be reimbursed, **you must have submitted your application and been approved by the URC prior to your travel.**

We are unable to reimburse students for travel completed without an approved application.

- Awards are for travel between Oct. 1, 2021 and June 30, 2022.
- One application per eligible applicant per year, **either** during the fall **or** spring semester.  
The application must be submitted before the travel takes place in order to receive reimbursement.
- Should your application be successful, the actual award amount will depend on available funds, number of applicants, and the distance/costs necessary for travel. **Awards will typically be less than \$500.**

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).**

The URC may be able to offer limited funds (up to \$200) to assist faculty travel when other funding sources (e.g., faculty grants, UUP/IDA grants, Faculty Development Center) are exhausted or insufficient.

Contact Mariah Riccardi (RSPO, ext. 2511) or Maria Timberlake (ext. 5937) or other Council members with questions about or for assistance in completing this application.

# 2021-2022 Student Research Travel Grants Application SUNY Cortland Undergraduate Research Council

For travel between Oct 1, 2021 and June 30, 2022

## Application Round (please check one):

- Travel during the Fall 2021 Semester
- Travel during the Spring 2022 Semester

## Student and Travel Information:

1. Applicant Name: \_\_\_\_\_ 2. ID #: C00- \_\_\_\_\_
3. Major: \_\_\_\_\_ 4. Year:  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 will only review complete applications.**

**13. Expenses.** Please complete items a. through e. below providing an itemized estimate of travel expenses. (Information regarding per diem rates may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Please call the Office of Research and Sponsored Programs for assistance at 607-753-2511).

	<b>Per Diem/Mileage</b>	<b>Anticipated</b>
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.**

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

**TOTAL CONTRIBUTIONS** \$ \_\_\_\_\_

**15. TOTAL REQUESTED** (Total Expenses minus Total Contributions) \$ \_\_\_\_\_

**Signature of Student Traveler** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Faculty Sponsor** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

- Application is signed by both student and faculty sponsor.
- A copy of the abstract, conference brochure/announcement or program and highlight the presentation and student's name is attached.
- Notification of acceptance or (if acceptance is pending) a statement of an approximate date when notification is expected is attached.
- Budget page is complete with official per diem and mileage rates indicated.

- Please check here if faculty sponsor would like to be considered for URC travel funds to attend the meeting with their student.

**Faculty must include:**

- a complete travel authorization form (signed by department chair and school dean),
- a statement indicating other sources of funding for which they have applied,
- an itemized budget and the requested amount.

The complete and signed application form should be returned to the Undergraduate Research Council c/o Mariah Riccardi electronically at [RSPO@cortland.edu](mailto:RSPO@cortland.edu)