

Undergraduate
Research
Council
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2019-2020
Student Research Travel Grants Application
SUNY Cortland Undergraduate Research Council

Fall 2019 Application Deadline: Friday November 1, 2019

For travel between July 1 and December 31, 2019

Spring 2020 Application Deadline: Wednesday March 25, 2019

For travel between January 1 and June 30, 2020

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.

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, 2019 and June 30, 2020. 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. Pete Ducey (Biological Sciences, ext. 2900), Director of the Undergraduate Research Council, the URC Secretary, Nicole Allen (RSPO, ext. 2511) 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 2019 Semester
- ☐ Travel during the Spring 2020 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).

	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)			
_____		\$ _____	\$ _____
_____		\$ _____	\$ _____
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 c/o Nicole Allen (Miller Building, Room 206) or electronically to nicole.allen02@cotland.edu