

TITLE III STRENGTHENING INSTITUTIONS GRANT
U.S. Department of Education
State University of New York at Potsdam
2011-2012

FACULTY and STUDENT TRAVEL PROGRAM

GOAL

The primary goal of the collaborative faculty/student undergraduate travel program is to increase the number of new faculty/students involved in undergraduate research projects whose preliminary results are competitively presented at regional, national or international conferences.

It is understood that faculty mentors will travel with undergraduate students and work closely with each student before, during, and after the conference to provide the most valuable learning experience.

ELIGIBILITY

Title III one-time travel awards are available to tenure-track or tenured faculty and full-time undergraduate students in good academic standing who are:

1. Attending a conference to present co-authored research papers.
2. Attending a conference to participate in a panel discussion.
3. Faculty accompanying 1-3 students who are:
 - a) presenting a research paper or participating in a poster session
 - b) performing a creative or experiential activity based on research

The travel program places a priority on applications that are not part of on-going research projects funded by other State/federal granting agencies or on participants who have previously presented similar research at regional, national, or international conferences.

AWARDS (MAXIMUM)

Faculty: **\$1100** national/international and **\$700** regional travel

Student: **\$1300** national/international and **\$700** regional travel

Note: *Regional Travel: Less than 500 miles roundtrip from Potsdam, NY*

Note: *The total amount of Title III travel support (combined with other funding sources) may not exceed the estimated cost of travel.*

APPLICATIONS

Complete applications will be accepted at any time prior to these deadlines:

- **2011:** *September 30 and November 11*
- **2012:** *February 24 and March 30*

Application forms are available from Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall or at ellingmj@potsdam.edu. You may also call ext. 2942 for additional information. Late applications will not be considered.

SUBMISSION

Completed applications should be submitted as a packet (faculty and student group applications together) on or before the due date to Gerald L. Ratliff, Title III Project Director, in 712 Raymond Hall. If you have questions during the application process, please do not hesitate to contact the Project Director at ratlifgl@potsdam.edu or call ext. 2107.

APPLICATION INSTRUCTIONS:

1. **Faculty Information:** Complete each line of the application.
2. **Purpose of Travel:** Complete each line of the application as indicated below:
Conference Title: Name of the conference or professional association and official dates of the meeting.

Conference Presentation: Title and type of presentation (podium, poster, performance, roundtable, panel etc.)

Faculty Participation: Participating faculty should describe in detail the specific role played by the student(s), degree of independent research, and individual contribution made to the research project.

3. **Estimated Travel Expenses:**

Room and Board: List name of hotel, rate per day/night and total number of nights. Use federal per diem rates at <http://www.gsa.gov> to determine allowable rates.

Meals & Incidental Expenses: Use federal per diem rates at <http://www.gsa.gov> to estimate daily expenses.

Transportation: Estimate round trip mileage. The current federal mileage reimbursement rate is available from the Title III Administrative Assistant. (SUNY Potsdam state vehicle reservations are available through the Physical Plant at ext. 2135).

Common Carrier: Include departure and arrival airports. All flights will be considered roundtrip unless otherwise approved in advance by the Title III Project Director. For non-refundable tickets, please make sure that **Air Ticket Insurance** is purchased.

Other: Describe any additional transportation costs not indicated above (example: tolls, parking & baggage fees)

Additional Expenses: Include registration fee for the conference and any other anticipated travel costs.

NOTE: Please schedule a meeting with Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall to review guidelines related to estimated expenses **BEFORE** submitting travel application(s).

NOTE: If 1-3 students are applying as part of a small group to travel with a faculty mentor to present at a conference, please submit **individual** travel application forms for each student and faculty mentor (leaving the Estimated Travel Expenses section blank) and attach a group travel budget as a memo that indicates anticipated group expenses.

4. **Additional Funding Sources**

Please inform Julie Ellingsen if you have requested or received additional funding from other sources **AFTER** submitting your Title III travel application to Gerald L. Ratliff. If you have been approved for additional funding from other sources, the Title III program will only reimburse expenses after other funding sources have paid.

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FACULTY Conference Travel Application

Faculty Information

Name:	Title/Rank:
Department:	Date of Application:
Campus Address:	
E-mail Address: @potsdam.edu	Campus Phone:(315)267-

Purpose of Travel

Conference Title:	
Conference Official Date:	Location of Conference:
Date of Travel to Conference:	Date of Return:

Please check only 1 box:

Faculty/Student Poster Session or Panel Presentation

Title:

Faculty/Student Co-Authored Research Paper

Title:

Faculty/Student Creative or Experiential Activity

Title:

Faculty accompanying students as mentor

Faculty Mentor: (To be completed by Faculty Sponsor.) Please describe the collaborative role played by the faculty mentor and each student in the research project. Indicate the level of responsibility for each student member on the research team, selection of individual topics, mentoring process and quality of final product. In addition, please include a brief assessment of each student(s) research skills that surfaced in the project and indicate if the project is part of an on-going research agenda. (Please do not exceed 250 words. Attach an additional sheet if needed.)

Estimated Travel Expenses

<i>Room and Board:</i>	<i>Rate per Day</i>	<i>Number of Days</i>	<i>Total</i>
Lodging(Name):			\$
Meals and Incidental Expenses			\$
<i>Transportation:</i>	<i>Mileage Rate</i>	<i>Distance</i>	
Personal vehicle from to			\$
SUNY Potsdam vehicle from Potsdam to			\$
Common Carrier from to			\$
<i>Additional Expenses: (Specify)</i>			
Registration Fee			\$
<i>Other Expenses:</i>			
1.			\$
2.			\$
Total Estimated Expenses			\$

Note: Please inform Julie Ellingsen, if you have requested or received additional funding from other sources **AFTER** submitting your Title III travel application to Gerald Ratliff. The Title III grant program will only reimburse expenses after other funding sources have paid.

Additional Sources of Funding

Please indicate any additional funding sources and the dollar amounts that have been contributed to support this travel request. (Check all appropriate boxes.)

Sources of Additional Funding	Status of Request	Date of Request	Amount Requested
<input type="checkbox"/> SUNY Potsdam Foundation	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Student Government Association (attach SGA Funding Request Form)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Dean (attach SUNY Potsdam Travel Requisition)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Provost (attach SUNY Potsdam Travel Requisition)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Academic Department	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> State Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Federal Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Kilmer Undergraduate Research Grant	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> LTEC Travel Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Presidential Scholars Program	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> UUP	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Research Foundation Conference Travel Program (suspended for 2009 & 2010)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		
<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
Total Additional Funding			\$

Names of student(s):

1.
2.
3.

A complete Faculty Conference Travel Application will include:

- Faculty and student Conference Travel Application Form (s) submitted as a packet by Faculty Sponsor
- Copy of SUNY Potsdam Travel Requisition submitted by faculty (with completed signatures)
- Proof of Participation (copy of accepted abstract, letter of invitation, or printed conference program)
- Additional Funding Source(s) Confirmations

Signature of Applicant: _____ *Date Submitted:* _____

FOR OFFICE USE ONLY:

Date Application Received by Title III Grant Office: _____

Received by: _____

Total Estimated Expenses: \$ _____

Total Additional Funding: \$ _____

Total Amount Approved by Title III Grant: \$ _____

NOT Approved for Funding **APPROVED** for Funding

Gerald L. Ratliff, Title III Project Director _____