

### **Student Travel Award**

#### Goal

The Center for Student Research offers support to students incurring expenses while traveling to professional meetings and conferences. Students supported by this competitive travel award are expected to be actively involved in the proceedings of the conference or meeting they choose to attend. Active participation includes making oral presentations, presenting posters or participating on a panel. In fine arts fields, active participation may include performance or exhibition of a new composition. Only students accompanying a faculty member will be eligible to receive the award.

Students of all majors are eligible for funding. Funds may support registration, travel, hotel and food costs. The maximum award is \$500; however, lesser amounts to provide partial funding may be awarded based on the number of applications and other factors.

#### **Eligibility**

The award is available to students in good academic standing who are:

- A. Attending a conference to present co-authored research papers (poster or oral presentation)
- B. Attending a conference to participate in a panel discussion
- C. Performing a creative or experiential activity based on research

### **Applications**

Complete applications are due by:

• 2013: November 4

• 2014: February 10 and April 7

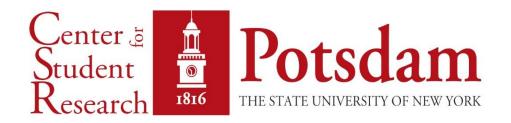
Late applications will not be considered.

#### **Submission**

Completed applications should be sent on or before the due date to Kelly Bonnar, Director of the Center for Student Research, in 102 McVicar Hall. Please contact <a href="mailto:bonnarkk@potsdam.edu">bonnarkk@potsdam.edu</a> with any questions about the application process.

#### **Application Instructions**

Complete each line of the application.



# **Student Travel Award Application**

A complete student conference travel application will include:

| ☐ Student conference travel application form(                              | s) suhmitte | ed as a nacket       |  |
|--|-------------|----------------------|--|
| ☐ Copy of SUNY Potsdam <u>Travel Requisition</u> su                        | •           | •                    |  |
| <ul> <li>Proof of participation (copy of acceptance le program)</li> </ul> |             |                      |  |
| ☐ Additional funding source(s) confirmations                               |             |                      |  |
| Student Information  |             |                      |  |
| Name:  |             | GPA:                 |  |
| Department:  |             | Date of Application: |  |
| Campus Address:  |             |                      |  |
| Email Address:   |             | Phone:               |  |
| Faculty Information  |             |                      |  |
| Name:  | Departmo    | Department:          |  |
| Email Address: Campus  |             | Phone:               |  |
| Campus Address:  |             |                      |  |
| Purpose of Travel  |             |                      |  |
| Conference Title:  |             |                      |  |
| Location:  |             |                      |  |
| Date of departure:   |             | Date of return:      |  |

| Please check only 1 box   |  |  |  |  |
|---|--|--|--|--|
| ☐ Poster Session  |  |  |  |  |
| Title:  |  |  |  |  |
| ☐ Faculty Co-Authored Research Paper  |  |  |  |  |
| Title:  |  |  |  |  |
| ☐ Individual Student Research Paper   |  |  |  |  |
| Title:  |  |  |  |  |
| ☐ Creative or Experiential Activity   |  |  |  |  |
| Title:  |  |  |  |  |
| Student Participation (to be completed by each student participant): On a separate        |  |  |  |  |
| page, please include an abstract of your research project. Also, in one or two sentences, |  |  |  |  |
| describe your role in the presentation at the conference. Please do not exceed 250        |  |  |  |  |
| words.  |  |  |  |  |
|   |  |  |  |  |

# **Estimated Travel Expenses**

| Room and Board                       | Rate/day     | # of days | Total |  |
|--------------------------------------|--------------|-----------|-------|--|
| Lodging (Name):                      |              |           |       |  |
| Meals and Incidental expenses        |              |           |       |  |
| Transportation                       | Mileage Rate | Distance  |       |  |
| Personal Vehicle fromto              |              |           |       |  |
| SUNY Potsdam vehicle from Potsdam to |              |           |       |  |
| Common Carrier fromto                |              |           |       |  |
| Additional Expenses                  |              |           |       |  |
| Registration Fee                     |              |           |       |  |
| Other Expenses                       |              |           |       |  |
| 1.                                   |              |           |       |  |
| 2.                                   |              |           |       |  |
| 3.                                   |              |           |       |  |
| Total Estimated Expenses:            |              |           |       |  |

## **Additional Sources of Funding for Travel**

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

| Sources of Additional Funding                                   | Status of Request<br>(Write: Approved, Not<br>Approved or Pending) | Date of<br>Request | Amount<br>Requested |  |  |
|---|--|--------------------|---------------------|--|--|
| ☐ SUNY Potsdam Foundation                                       |  |                    |                     |  |  |
| <ul><li>Student Government</li><li>Association</li></ul>        |  |                    |                     |  |  |
| ☐ Dean  |  |                    |                     |  |  |
| ☐ Provost   |  |                    |                     |  |  |
| ☐ Academic Department   |  |                    |                     |  |  |
| <ul><li>State Grant Award</li></ul>                             |  |                    |                     |  |  |
| ☐ Federal Grant Award   |  |                    |                     |  |  |
| <ul><li>☐ Kilmer Undergraduate</li><li>Research Grant</li></ul> |  |                    |                     |  |  |
| ☐ LTEC Travel Award   |  |                    |                     |  |  |
| <ul><li>Presidential Scholars</li><li>Program</li></ul>         |  |                    |                     |  |  |
| UUP   |  |                    |                     |  |  |
| ☐ Other (please specify)  |  |                    |                     |  |  |
|   | Total Additional Funding:  |                    |                     |  |  |
| Signature of Applicant:   |  | Date               | <b>::</b>           |  |  |
| Faculty Mentor Signature:                                       | Date:  |                    | <b>:</b>            |  |  |
| Faculty Name (printed):   |  |                    |                     |  |  |