

**Application for the Student Travel and Research Fund  
& Ph.D. Alumni Association Dissertation Support Fund Award  
2005-2006 Academic Year**

**Student Name:** \_\_\_\_\_  
Last First M.I.

**Address:** \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_ City State Zip

**e-mail:** \_\_\_\_\_

**Banner I. D. Number:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_

Submit applications (prior to the expenditure for which reimbursement will be requested) between May 1, 2005, and April 30, 2006, for activities from **June 1, 2005, to May 31, 2006.**

**Eligibility and Application Instructions**

You must be registered as a full-time matriculated student. Funding is subject to available budget each year; **early application is advised.** Submit applications (prior to the expenditure for which reimbursement will be requested) between May 1, 2005, and April 30, 2006, for activities from **June 1, 2005, to May 31, 2006.** Complete the student section of the application, then forward the form to your Executive Officer for endorsement. Your EO will forward the completed form to the Office of Student Affairs, Room 7301 (212-817-7400). Applicants will be notified by the Office of Student Affairs if an award is approved. *Incomplete applications will be returned to the student.*

**Types and Limits of Awards**

- Awards (reimbursement of expenditures) are available for the following purposes (**up to 50% of the costs**) based on presentation of original receipts:
- A ▶** Registration and travel expenses for presentation at professional conferences (must include *CUNY Graduate Center* as affiliation in conference program).
  - B ▶** Research-related travel costs/Attendance at professional conferences.
  - C ▶** Costs of research materials, payment to subjects, and dissertation-related expenses\* (excluding typing and duplication). Expenditures for personal computers and printers cannot be reimbursed.

A student may submit more than one request during the award year (June 1 - May 31) until one of the following annual maximums is met:

- From category "A" only: \$250 (limited to 50% of total cost)
- From category "B" or "C" only: \$200 (limited to 50% of total cost)
- From a combination of "A" "B" and/or "C": \$250 (limited to 50% of total cost)

| <b>A Request for Funds for Conference Presentation</b> |    |
|--------------------------------------------------------|----|
| <b>Name of Conference:</b>                             |    |
| <b>Location:</b>                                       |    |
| <b>Dates: From / / To / /</b>                          |    |
| <b>Conference Fees:</b>                                | \$ |
| <b>Travel:</b>                                         | \$ |
| <b>Mode of Transportation:</b>                         |    |
| <b>Lodging:</b>                                        | \$ |
| <b>Meals:</b>                                          | \$ |
| <b>TOTAL COST</b>                                      | \$ |
| <b>AWARD</b>                                           | \$ |

| <b>B Request for Funds for Research-Related Travel or Conference Attendance</b> |    |
|---------------------------------------------------------------------------------|----|
| <b>Name of Conference/ Purpose of Trip:</b>                                     |    |
| <b>Destination/Location:</b>                                                    |    |
| <b>Dates: From / / To / /</b>                                                   |    |
| <b>Conference Fees:</b>                                                         | \$ |
| <b>Travel:</b>                                                                  | \$ |
| <b>Mode of Transportation:</b>                                                  |    |
| <b>Lodging:</b>                                                                 | \$ |
| <b>Meals:</b>                                                                   | \$ |
| <b>TOTAL COST</b>                                                               | \$ |
| <b>AWARD</b>                                                                    | \$ |

| <b>C Request for Funds for Dissertation/Research Materials and Supplies*</b> |    |
|------------------------------------------------------------------------------|----|
| <b>Projected Costs</b>                                                       |    |
| Research Supplies:                                                           | \$ |
| Laboratory Materials:                                                        | \$ |
| Subjects:                                                                    | \$ |
| Other:                                                                       | \$ |
| <b>TOTAL COST</b>                                                            | \$ |
| <b>AWARD</b>                                                                 | \$ |

\* Please note that the GC diploma fee and dissertation fees for microfilming and binding, copyright, and personal copies are not reimbursable.

## Student's Statement

*Describe briefly your reason for requesting assistance:*

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Signature of Student

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Date

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## Executive Officer's Statement

Executive Officer: Please provide a brief evaluation of this student's request for funds in terms of the academic merit of the project or confere the student's standing in the program.

When finished, please return this form to the Office of Student Affairs, Room 7301. Thank you.

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Signature of Executive Officer

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Date

**!!!!!!! For Office Use Only !!!!!!!**

Registered FT     Yes                       No

Award                       Approved                       Not Approved

Travel/Research/Dissertation Award                      \$ \_\_\_\_\_

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Date

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Matthew G. Schoengood  
Vice President for Student Affairs