

Student Meeting/Travel Funding Request Form

Cornell Biology majors who will present their research findings at a national scientific meeting may request money to cover some of the expenses involved with their attendance. The Office of Undergraduate Biology has a small reserve of funds available for Biology majors to support their efforts to attend the meeting.

Students must:

- Provide information about the meeting (i.e., meeting agenda, itinerary)
- Provide written confirmation that an abstract has been submitted and accepted
- Submit a copy of their research abstract
- Provide a detailed budget of expected expenses related to attending the meeting

Biology majors may apply for this award only once. Awards will be provided up to a maximum of \$500.00 per student. OUB funds must be used to cover expenses related to a student's travel (flights, hotel charges), meeting fees, and expenses related to preparing a presentation.

Student's Name: _____ SS# _____

Email: _____

College: _____ Class year: _____

Major: _____ Program of Study: _____

Faculty Advisor: _____

Local Address: _____

Telephone: _____

Name of Meeting: _____

Location of Meeting: _____

Dates of Meeting: _____ to _____

Research Mentor: _____

Mentor’s Dept/Address: _____
 Total amount Requested: _____
 (Please attach a detailed budget of expenses to this application)

Please list other sources of funding received for this trip:

<u>Office/Dept/Agency/Grant</u>	<u>Amount Received</u>
_____	_____
_____	_____
_____	_____

Reason for Request/Use of Funds:

Signature of Student	Date
Signature of Research Mentor	Date

For Office Use Only:

Abstract submitted? Y / N	Requested funding from the OUB before? Y / N
Meeting info? Y / N	Sent to BSC? Y / N Date: _____
Budget provide? Y / N	Travel Advance Processed? Y / N Date: _____
Amount Requested _____	Amount Funded _____