

Application for the Sue Rosenberg Zalk Student Travel and Research Fund 2009–2010 Academic Year

Student Name		Email:		Banner I.D. Number:
Last	First	M.I.		
Address			Telephone Number:	
Street		Apt. #		
Program:			Expected Graduation Date:	
City	State	Zip		

Submit applications (prior to the expenditure for which reimbursement will be requested) between May 1, 2009, and April 30, 2010, for activities from June 1, 2009, to May 31, 2010.

Eligibility and Applications Instructions

You must be registered as a full-time matriculated student. Funding is subject to available budget each year; **early applications is advised.**

Submit applications (prior to the expenditure for which reimbursement will be requested) between May 1, 2009, and April 30, 2010, for activities from **June 1, 2009, to May 31, 2010.**

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 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 reimburse

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: \$300

From category "B" or "C" only: \$200

From a combination of "A" "B" and/or "C" \$300

Complete Column A, B, or C depending on the purpose of your request. Please note that the deadline for submission is April 30.

A. Request for Funds for Conference Presentation	B. Request for Funds for Research-Related Travel or Conference Attendance	C. Request for Funds for Dissertation/Research Materials and Supplies*
Name of Conference:	Name of Conference / Purpose of Trip:	Projected Costs
Location:	Destination/Location	Research Supplies: \$
Dates: From / / To / /	Dates: From / / To / /	Laboratory Materials: \$
Conference Fees: \$	Conference Fees: \$	Subjects: \$
Travel: \$	Travel: \$	Other: \$
Mode of Transportation:	Mode of Transportation:	
Lodging: \$	Lodging: \$	
Meals: \$	Meals: \$	
TOTAL COST \$	TOTAL COST \$	TOTAL COST \$
AWARD \$	AWARD \$	AWARD \$

* 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:

Signature of Student

Date

Executive Officers'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 conference and the student's standing in the program .

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

Signature of Executive Officer

Date

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

Registered FT	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Award	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Travel/Research/Dissertation Award	\$ _____	
Matthew G. Schoengood Vice President for Student Affairs	Date	