**Purpose:** To assist full-time American Indian graduate and professional students and full time graduate students pursuing a minor in the Field of American Indian Studies with travel expenses associated with attending professional conferences and colloquia related directly to their graduate research.

**Award Amount and Application Deadline:**
Maximum award is $500. One award per student per fiscal year (7/1/14 – 6/20/2015) will be made. Applications will be considered on a rolling basis and must be submitted prior to travel.

**Application Material:**
To be considered for funding, please submit the following materials.
1. Complete application form and budget (see attached).
2. Resume or curriculum vitae.
3. One-page abstract of paper or poster, if applicable.
4. Announcement or other material describing the conference or event for which you requesting support.
5. Describe how the travel relates to your research/course work.

**Submit one copy of your completed application and supporting documentation to:**
Kathy Halbig
American Indian Program
472A Caldwell Hall
Ithaca, New York 14853
klh37@cornell.edu

**Selection Process and Criteria:**
Applications will be reviewed by the Director of Graduate Studies and the Director of the American Indian Program. Applications will be evaluated based on the significance of the travel to the professional development of the applicant and appropriateness of the proposed budget. Applications will be considered for all types of travel; however, preference will be given to applicants traveling to present a paper or poster at a professional conference or meeting that relates directly to their graduate research.

**Disbursement of Funds:**
- Funds will be disbursed after travel is completed.
- Students must turn in original receipts to the AIP Office, within 30 days of the completed travel at 472A Caldwell Hall to the attention of Kathy Halbig.

Please note: Cornell business rules apply to all travel awards/reimbursements and proper business purpose and documentation is required.

**Written Report:**
A brief written report (one to two paragraphs) describing the recipient’s participation in the conference or event must be submitted together with receipts for reimbursement to Kathy Halbig. The report should describe the nature of the student’s participation and its value or benefit to his/her professional development. **This report is required before reimbursement for travel expenses can be made.**

******************************************************************************************************

Office Use Only:
American Indian Program Procedure: After signatures are obtained from the DGS, Director, and Committee Chair forward one copy of the application to the Budget/Finance manager.
Cornell University American Indian Program
Graduate & Professional Student Travel Grant Application
July 1, 2014 – June 20, 2015

General Information
Name: __________________________________________________

Major Field: ____________________________________________  Degree Program: __________

Current Year in Program: __________________________  Expected date of graduation: ______________

AIS minor: ___ yes ___ no  If yes, faculty representing the Field of AIS: __________________

Mailing Address: _____________________________________________

Telephone: ___________________  Email Address: _________________________

Tribal Affiliation (optional): ______________________________________

Conference Information:
Title of Conference: ___________________________________________

Sponsoring Institution or Organization: _______________________________

Location: ___________________________  Date(s): ____________________________

Nature of Participation:
__ paper presentation  __ poster presentation  __ panel discussant  __ panel chair or moderator
__ other (please describe): _____________________________________________

Title of Presentation, Panel, or Poster (attached abstract): ______________________________

Budget Summary (Please itemize on the attached)

Total travel expenses: $ __________________________

Matching Funds: $ __________________________

Amount requested in this application: $ __________________________

By signing below, I certify that all of the information provided in this application is true and accurate to the best of my knowledge. I understand that failure to attend the conference and participate in the way outlined in this application, or failure to submit original receipts and written report within the specified time period will constitute forfeiture of this award.

Signature, Applicant __________________________________________  Date: ________________________

******************************

Signature, DGS __________________________________________  Date: ________________________

Signature, Director ________________________________________  Date: ________________________

Signature, Committee Chair ________________________________  Date: ________________________
# BUDGET WORKSHEET

## Transportation

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$________</td>
</tr>
<tr>
<td>Ground transportation</td>
<td>$________</td>
</tr>
<tr>
<td>Other:</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total Transportation</strong></td>
<td>$________</td>
</tr>
</tbody>
</table>

## Lodging and Meals

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals ($____ x ___ days)</td>
<td>$________</td>
</tr>
<tr>
<td>Lodging ($____ x ___ days)</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total Lodging and Meals</strong></td>
<td>$________</td>
</tr>
</tbody>
</table>

## Other

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees</td>
<td>$________</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total Other</strong></td>
<td>$________</td>
</tr>
</tbody>
</table>

## TOTAL CONFERENCE COST

$ __________

## TOTAL MATCHING FUNDS

$ __________

**Source:**

**Funds Requested FROM AIP**

$ __________