

## UNDERGRADUATE RESEARCH EXPERIENCE TRAVEL AWARD (URETA) DESCRIPTION, DEADLINES, AND INSTRUCTIONS

URETA provides funds for undergraduate students to present SURE and/or AYURE approved faculty-mentored project results at a professional conference or performance. Attendance at a professional conference will continue the research experience by enabling the student to participate in the professional environment of sharing knowledge and creative projects. Therefore, these funds are only available to students who have made significant or continuing progress on their project. Students should consult with their faculty mentor to determine which conference is appropriate. All instructions (below) must be followed to ensure reimbursement for travel costs.

These funds are limited and no one is guaranteed a travel award. It is common for students to absorb some of the travel costs. Please see the rules and regulations below.

### APPLICATION DEADLINES

The applications are accepted on a rolling basis. Please submit the last 2 pages of this document.

**Applications must be received at least one month prior to travel.**

*NOTE: Applications can be submitted in an electronic or hard copy format.*

**Students should apply for travel awards at the same time they submit their abstract or proposal for the conference, even if their abstract or proposal has not yet been accepted.**

Presentations in the forms of posters, papers, exhibits, performance, or other discipline appropriate forms are eligible. The award money can be used to cover the student's costs for registration fees, travel to and from the conference, and room and board (up to \$1,000) and is subject to New York State and campus travel policies. Students who participate in this award program represent SUNY New Paltz and must be in good standing with the college. **The student must present at the conference.** This award cannot be used to fulfill coursework requirements.

Faculty mentors are expected to travel with the student to the conference and can be reimbursed for up to \$600 for conference travel costs. Faculty should submit travel requisitions to RSCA, and if funding from other sources will be used, multiple account numbers will be included on the **one requisition**.

If the mentor will not attend the conference, a brief justification must be provided (2nd page of application). In this case, the mentor may request up to \$300 professional development funds or conference travel funds for another conference. This request will **only** be processed as an add-on to a departmental travel requisition or as a fund transfer for professional development.

## SUMMARY OF STEPS

1. Identify appropriate conference with guidance from faculty mentor.
2. Submit URETA application (see below for details about complete application) with appropriate signatures to the RSCA secretary. Ask your mentor to proofread the application. The applications will be reviewed monthly and awards will be made based on the guidelines/rules and regulations, with an effort to fund a diversity of projects. If the presentation has not been accepted at the time of application submission, the student will be awarded contingent travel funds for the amount requested. Applications received after travel funds have been depleted will be placed on a waitlist.
3. Submit abstract or proposal to the conference organizers.  
\*Please note that funding is not provided if the abstract or proposal is not accepted for presentation.
4. Provide the RSCA secretary with a copy of the acceptance letter. At this time, funds will no longer be considered contingent.
5. Prepare your presentation. If you will need a large-format printer for poster preparation, schedule an appointment with the RSCA secretary.
6. Have a great time at the conference.
7. Within two weeks of returning from the conference, turn in a) **ALL** original receipts, b) the statement of automobile travel (if applicable), c) boarding passes (if traveling by air), d) the conference itinerary (preferably the page that lists your presentation), and e) experience statement (see below rules and regulations).
8. The RSCA secretary will prepare the travel voucher and will inform you when you can come to sign the form. The signed form will be submitted to the Travel Department once the experience statement is received. The reimbursement check should arrive in about three (3) weeks.

Students are expected also to present the results of their research at the Student Research Symposium or another appropriate on-campus venue. Please note that the RSCA program has funds to support student-oriented campus presentations, such as presentations to student clubs.

## RULES AND REGULATIONS

- The New Paltz student travel rules apply. ([www.newpaltz.edu/travel/student.html](http://www.newpaltz.edu/travel/student.html))
- The student must present the results of SURE or AYURE research at the conference.
- The award cannot be used to fulfill coursework requirements.
- The student must be enrolled as a full-time undergraduate student (or recent graduate) at the time of the conference.
- Only one student will be funded per abstract or proposal (the STA award is available for students not funded with URETA).
- A maximum of \$2,000/department/conference will be available. A maximum \$1,000 will be awarded per student/year.
- Funds will only be available as reimbursement (no prepayments will be made with the exception of registration fees).
- Reimbursement amounts must adhere to NY State's published rates (website provided on cover sheet).
- Receipts must indicate the method of payment (for example, credit card number must appear).
- Payment must be made by the travel grant recipient OR if another individual pays for items to be reimbursed, that individual must provide, in writing, a statement that the billed individual gives the college permission to make reimbursement directly to the traveler. It is not legal to use reimbursement money to pay another individual.
- Expenses related to anyone other than the award recipient are not eligible for reimbursement under this award.
- All students who receive travel support from this program are required to submit a 100-word statement describing the conference experience and value, along with a photo of student at the conference, if possible. Travel voucher will not be submitted until the experience statement is received.

Please note that all funds are strictly reimbursable with original receipts only.

**Hard copies** of the applications should be submitted to Research, Scholarship and Creative Activities, Attn: Amy Witkus, Old Main B116C, SUNY New Paltz, 800 Hawk Dr., New Paltz, NY 12561-2442.

**Electronic copies** of the applications should be submitted to [rsca@newpaltz.edu](mailto:rsca@newpaltz.edu) with e-signatures. For information contact our secretary, Amy Witkus, at x3445 or [witkusa@newpaltz.edu](mailto:witkusa@newpaltz.edu).

## THE APPLICATION MUST INCLUDE:

1. Cover sheet (see below, 2 pages, COMPLETELY filled out, with appropriate signatures). Don't forget to explain costs over \$1,000 and to indicate if the faculty mentor will attend (see just above mentor signature). Please do not include the instructions.
2. Travel Requisition form (found on the same webpage as the travel application) signed by the student (the RSCA director will sign as dept. chair). The RSCA secretary will complete the form based on the cover sheet information. Mentors should also submit a travel req on which the RSCA and other account numbers will be listed.
3. A copy of the conference announcement (including name, conference agenda, date, and location).
4. Abstract or performance description that has been submitted to the conference committee  
OR  
A project description (project goals, methodology, and expected outcomes [no more than one page]) prepared by the student.
5. Letter (or email) of acceptance for presentation at the conference. (This can be turned in after parts 1–4 of the application process, but must be turned in for final confirmation of the availability of travel funds.)
6. A printout of per diem costs <http://www.gsa.gov/portal/category/21287> for meals and hotel in the city of the conference.
7. Documentation of hotel rate (over per diem justification, if amount is over the per diem rate).  
[https://www.newpaltz.edu/media/travel/lodging\\_justification.pdf](https://www.newpaltz.edu/media/travel/lodging_justification.pdf)
8. Documentation of airfare, train or automobile mileage, as appropriate.

Contingent approval for travel will be made within a month of the application submission. Please note that final, official approval is contingent on abstract or proposal acceptance and that funding is only provided as a reimbursement to the individual (no prepayments, except registration, can be made). Students should submit official notification of acceptance to the RSCA secretary as soon as possible. Students should not commit to the conference until official approval is granted. Original receipts (indicating method of payment), the travel voucher, statement of automobile travel (if relevant), and experience statement should be submitted within 2 weeks of returning from the conference.

Students presenting posters at professional meetings are eligible to use a campus large-format printer to prepare posters. These students must call at least two weeks prior to leaving for the conference to schedule an appointment with the RSCA Director, Corwin Senko at [senkoc@newpaltz.edu](mailto:senkoc@newpaltz.edu) or RSCA secretary, Amy Witkus at [witkusa@newpaltz.edu](mailto:witkusa@newpaltz.edu).

### Checklist (do not submit the above instructions):

- Cover sheet
- Signed Travel Requisition form and supporting documents, for expenses
- A copy of the conference announcement
- Abstract or performance description
- Letter (or email) of acceptance for presentation by student
- All rules and regulations are met
- Chair signed
- Mentor signed
- Misconduct Statement signed (attached)

### PLEASE NOTE:

All students who receive travel support from this program are required to submit a 100-word (approximately) statement describing the conference experience and value. Travel Expense Report will not be submitted until the experience statement is received.

# UNDERGRADUATE RESEARCH EXPERIENCE TRAVEL AWARD APPLICATION

## STUDENT'S INFORMATION

name: \_\_\_\_\_

phone: \_\_\_\_\_

email: \_\_\_\_\_

major/minor: \_\_\_\_\_

expected graduation date: \_\_\_\_\_

Address to which the reimbursement check should be mailed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE:	
Student signature req	
Conf. announcement	
Abstract	
Acceptance letter	
>\$1000 explained	
Miscond. statement signed	
Mentor signed application	
Mentor indicated travel	
Dept. chair signed app.	
Experience Statement	

## FACULTY MENTOR'S INFORMATION

name: \_\_\_\_\_

phone: \_\_\_\_\_

email: \_\_\_\_\_

## CONFERENCE INFORMATION (Do not leave anything blank):

Conference name: \_\_\_\_\_

Abstract/performance description acceptance notification date: \_\_\_\_\_

Date/time of departure: \_\_\_\_\_ return: \_\_\_\_\_

Conference location- city: \_\_\_\_\_ county (not country): \_\_\_\_\_ state: \_\_\_\_\_

Presentation title: \_\_\_\_\_

Alternate presenter (required if the registration fee is to be paid in advance): \_\_\_\_\_

Travel (indicate all that are relevant)	Estimated or actual amount and explanation where appropriate (number of days, miles traveled, etc)
train, bus, airfare	
rental car, estimated gas costs	
personal car mileage <sup>a</sup>	
incidentals (shuttle bus, tolls, etc.)	
<b>Hotel</b> <sup>b,c</sup>	
<b>Food</b> (M&IE) <sup>b</sup>	
<b>Registration fee</b>	
<b>Included meals</b>	<input type="checkbox"/> meals included in conference fee <input type="checkbox"/> meals not included
<b>TOTAL</b> (see next page if over \$1,000)	

*a For current rates see: [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)*

*b For current allowable rates see the following web site. Click on the state and then find the appropriate locality/county. [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287) NOTE: Meals and/or lodging included in the conference fee are not reimbursable. Use the meal per diem rate as an estimate. Original receipts will be required for reimbursement.*

*c Hotel rates exceeding the allowable amount must be accompanied by a justification: [www.newpaltz.edu/travel/forms/lodging\\_justification.pdf](http://www.newpaltz.edu/travel/forms/lodging_justification.pdf)*

Please indicate other sources of funding (e.g.: Student Assoc., academic dept.) \_\_\_\_\_

Amount requested \$\_\_\_\_\_. Status  approved  pending (date expected:\_\_\_\_\_)

If the total is more than the URETA and other funding sources combined, describe how the remainder of the costs will be covered:

**I understand that I must cover the costs of the conference** up front and will be reimbursed only if I provide original receipts for all funds requested; and that any costs covered by someone other than me will require a written statement from that individual giving permission to make payment directly to me.

**I confirm that the research data to be presented conforms to all campus requirements for the use of human subjects, animals and recombinant DNA, if appropriate.**

I understand research misconduct and I affirm that the conference presentation is free of misconduct:

- A. Research misconduct means fabrication, falsification, or plagiarism in performing research, or in reporting research results.
  - 1. Fabrication means making up data or results and recording or reporting them.
  - 2. Falsification means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
  - 3. Plagiarism means the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
- B. Research misconduct does not include honest error or differences of opinion.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
Date

**I acknowledge that the conference is generally recognized as appropriate for the work presented by the student and that the presentation represents work performed by the student.**

I  will  will not attend the conference with the student. If not, please provide a justification below (If I will attend, I'm eligible for up to \$600):

I  will  will not apply for \$300 conference travel funds for another conference. (Must be within 6 months of student presentation).

I  will  will not request \$300 professional development funds. (Must be within 2 months of student presentation. See page 1.)

I  will  will not receive funds from another department in support of this travel. (Please choose "will" if you do not know.)

\_\_\_\_\_  
*Faculty Mentor's Signature*

\_\_\_\_\_  
Date

*Please also see the statement above to indicate if you will travel to the conference.*

The student must be a presenter at the conference. If the student is not listed as first author on the project, please explain the student's role in the presentation below:

I acknowledge that the conference is generally recognized as appropriate for the work presented by the student and that the student is in good standing.

\_\_\_\_\_  
*Department Chairperson's Signature*

\_\_\_\_\_  
Date

## Misconduct Statement

Because the faculty-student relationship carries an inherent power differential and the faculty-student relationship within the context of an AYURE project can be more intense than in other relationships, this is a reminder of the campus policy on faculty-student consensual relationships. The power differential greatly diminishes the student's actual freedom of choice should romantic involvement or sexual favors be included among the professor's or supervisor's demands or requests. The policy is below. Non-Harassment/Non-Discrimination between all members of the college community is well established in employment law and Title IX. [Non-Discrimination/Non-Harassment Policy.pdf](#)

### Consensual Relationships Between Faculty/Staff and Students

Relationships between a faculty member and a student, or a staff member (such as a coach, adviser, college administrator, or employment supervisor) and a student, are considered professional relationships. These professional relationships carry an inherent power differential. Where such a power differential exists, it compromises the real or perceived freedom of the student's ability to begin, alter or terminate a romantic or sexual relationship. Therefore, for faculty and staff, the initiation of or engagement in a romantic or sexual relationship with a student wherein a power differential exists is prohibited.

The respect and trust accorded a professor or supervisor by a student, as well as the power exercised in giving praise or blame, grades, and/or recommendations for further study/ progress and future employment/success, greatly diminish the student's actual freedom of choice should romantic involvement or sexual favors be included among the professor or supervisor's demands or requests. The power differential between faculty or staff and students is clearly inherent in the difference in position in that faculty and staff exercise or are perceived to exercise influence over a student's academic, professional, and/or extracurricular life on campus. Therefore, even in cases in which the faculty or staff member does not hold a current position of authority or supervision over the student, romantic or sexual relationships between faculty or staff members and students present the individual and institutional risks and liabilities outlined below, including possible disciplinary action.

Relationships of a romantic and/or sexual nature between a faculty or staff member and a student may present conflict of interest in violation of the New York Public Officers Law. Additionally, codes of ethics for most professional associations forbid the initiation of sexual or romantic relationships where professional/client, teacher/student, or supervisor/employee relationships exist. The College's policy is consistent with those professional standards, and it models for students the expectations for professional relationships they are likely to encounter after graduation.

I have read and understand the above policy.

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Student's Printed Name

Student's Signature

Date

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Mentor's Printed Name

Mentor's Signature

Date