

BTI Research Staff Travel Awards:

BTI encourages and supports research staff training. One type of support is through our travel award program. The intent is to assist BTI research staff with travel expenses to attend and participate in scientific meetings.

The requirements for the BTI Research Staff Travel Awards are the following:

1. Eligibility: Must be a BTI research staff member and not a faculty member.
2. Students should also try and seek funding through university sources, such as the student's department or graduate field and in particular the Cornell graduate school to go along with the BTI travel award.
3. Research staff may request travel awards up to a maximum of \$500, based on justified expenses.
4. The research staff member must be a registered participant of an organized scientific meeting, and be presenting their research either in poster or oral form.
5. Awards are limited to expenses for transportation, food, lodging, and registration. Expenses must be documented by providing receipts.
6. A research staff member is eligible for one travel award per calendar year. A request may be submitted at any time but funding for awards is limited.
7. The research staff member must obtain prior approval for participation at the meeting from her/his supervisor via a [Travel Authorization form](#).

BTI Research Staff Travel Award Form:

(Submit this form and your approved Travel Authorization form to Meredith Williams, mcw262@cornell.edu, in the DoR Office)

BTI Research Staff Name: _____ Date: _____

BTI Principal Investigator / Supervisor Name: _____

____ Has funding for travel been sought from other sources? (Funding may be obtained from multiple sources.) List source(s) and results:

____ Are you presenting BTI research at this meeting? **Yes / No**

Meeting Name:

Workshop/Session:

Meeting Location:

Meeting Date:

Presentation Type:

Title of Presentation:

Funding Amount Requested: \$_____.00 (\$500 max.)

Budget Justification:

In the space below, please describe in a short paragraph, how you plan to participate in the meeting, and why this meeting will be valuable to your research and/or career development:

Provide a breakdown of expected travel expenses and anticipated funding sources/amounts below:

Budget:

Registration: \$ _____
 Transportation: \$ _____
 Lodging: \$ _____
 Meals: \$ _____
 Other: \$ _____
 Total: \$ _____

Funding Sources:

BTI PI: \$ _____
 Other: \$ _____
 Personal: \$ _____
 BTI award: \$ _____

Applicant (Research Staff Member)

(Signature)

Principal Investigator approval signature:

(Signature)

(Do not write below line - for BTI use only)

Approved ☐

Amount Awarded: _____

Not approved ☐

DoR approval signature:

(Signature)