OADI Individual Funding Application- Winter 2020

The Office of Academic Diversity Initiatives (OADI) at Cornell University provides sponsorship to undergraduate students to support participation in events, programs, and initiatives that specifically address the academic and professional development of funding recipients. Sponsorship through OADI individual funding covers items such as:

- Domestic conference travel (registration, transportation, meals, accommodations); priority will be given to students presenting at a conference
- Research opportunities that are unpaid, both off-campus and on-campus
- Internships (transportation, lodging, meals)
- Expenses related to professional and graduate school preparation or application

If you are considering applying for funding for international travel, community-based, or service learning opportunities, please use the OCOF application form here or cut and paste the link: https://experience.cornell.edu/opportunities/campus-opportunity-fund-ocof

OADI does *NOT* assist with tuition/course registration fees, nor can it provide funding to pay a salary for an unpaid internship or research opportunity.

These grants are intended to subsidize a student's budget and should not be seen as an exclusive source of financing.

Who is eligible?

OADI invites students to apply for a limited number of travel grants aimed at supporting opportunities that support academic and professional/career goals. To be considered for funding, you must:

- Be an active participant of OADI programs
- Be in good standing with the program
- Be in good standing with your college
- Use funds while still registered as a full-time student

Active participants in the following programs will be considered:

- Pre-Professional Programs (P3)
- OADI's Opportunity Programs (EOP/HEOP and POSSE)
- McNair Scholars Program
- OADI Research Scholars Program
- OADI First-in-Class Mobilizers
- Gates Millennium Scholars Program
- Jack Kent Cook Scholars
- Say Yes Scholars
- Prefreshman Summer Program (PSP)

When funding permits, applications may also be considered from general participants who are not yet officially participating in these programs but who are generally active with OADI and need assistance with activities involved in fields not covered by these programs in which they are underrepresented. General participants attend OADI events, workshops, and other events that occur weekly. Students who are "generally active" have utilized OADI's resources/services (beyond the computer lab) or attended our general events at least five times in the past six months.

How often can I receive OADI funding?

Students may only receive OADI funding once every academic year. The academic year starts when classes start in the fall. If you received OADI funding in the past academic year, you will not be eligible until the next academic year (starting in the fall semester). You may also reach oadi-funding@cornell.edu for referrals to different funding sources.

Demographics

First Name

Last Name

NetID

Cornell ID #

Preferred E-Mail Address

[   ]

Telephone Number (XXX-XXX-XXXX)

[   ]

What OADI Programs are you a member of?

☐ Pre-Professional Programs (P3)

☐ OADI Research Scholars Program

☐ McNair Scholars Program

☐ EOP/HEOP

☐ OADI First in Class (Mobilizers)

☐ Gates Millennium Scholars

☐ POSSE Program

☐ Prefreshman Summer Program (PSP)

☐ Jack Kent Cook Scholars

☐ Say Yes Scholars

☐ None of the Above

What is your college/school affiliation?

○ College of Agriculture and Life Sciences

○ College of Architecture, Art and Planning

○ College of Arts and Sciences

○ Cornell SC Johnson College of Business (Hotel)

○ Cornell SC Johnson College of Business (Dyson)

○ College of Engineering

○ College of Human Ecology

○ School of Industrial and Labor Relations (ILR)

○ Other (Please specify) [   ]

Major(s)

[   ]

Minor(s)

[   ]

Current Cumulative GPA

[   ]

Current Class Year

○ First Year

○ Sophomore

○ Junior

○ Senior

○ 5 +

When was the last time you **requested** funding from OADI (via OADI Individual Funding or OCOF)?

○ Summer II 2019

○ Summer I 2019 (March 1st App Deadline)

○ Spring 2019

○ Winter 2019

○ Fall 2018

○ Summer 2018

○ Spring 2018

○ Winter 2018

○ Fall 2017

○ Other [   ]

○ This is my first time applying for OADI funds

When was the last time you **received** an award from OADI (via OADI Individual Funding or OCOF)?

○ Summer II 2019

○ Summer I 2019 (March 1st App Deadline)

○ Spring 2019

○ Winter 2019

○ Fall 2018

○ Summer 2018

○ Spring 2018

○ Winter 2018

○ Fall 2017

○ Other [   ]

○ I have never received a OADI funding award (neither via OADI Individual Funding nor OCOF)

Funding Information

Desired Use of Funding

○ Conference

○ Internship/Externship

○ Graduate School Application Fees

○ Graduate School Exam Fees

○ Research Assistantship/Program

○ Other [   ]

Is the funding being requested for a credit-bearing course?

○ Yes

○ No

Are you being nominated for the LSC Scholarship to cover tuition?

○ Yes

○ No

Is your participation in the course dependent on receiving the LSC Scholarship?

○ Yes

○ No

Name/Title of Opportunity for Which You Need Funding

[   ]

Link to Opportunity Information (if applicable)

[   ]

Start Date of Opportunity (mm/dd/yyyy)

[   ]

End Date of Opportunity (mm/dd/yyyy)

[   ]

Company/Group/Organization that is Hosting the Opportunity

(If applying for Graduate School Exam Fees or Graduate School Application fees, please indicate which school(s) you are applying to, and/or which exam you will be taking)

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Opportunity Location (City, State) (If applicable)

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│                                                         │
└─────────────────────────────────────────────────────────┘
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Proposal/Resume/LOS

Proposal Section

All funding requests must connect with academic and/or professional and career goals. **In no more than 3000 characters,** provide a detailed description of the experience or opportunity. **Your proposal must include sections that correspond to the areas identified below:**

- 1) Description of the purpose of the experience or opportunity (what it is, when it is, where it is, etc.)
- 2) Clear learning goals stating what you intend to be able to know (knowledge), do (skills) or value as a result of the experience (EG As a result of this opportunity or experience, I will be able to ...)
- 3) Description of how the goals above connect with your academic path/interests and/or professional path/interests. If you are planning on attending a conference, please outline clearly the sessions that relate to your goals
- 4) If you are in a OADI program, a description of how the experience or opportunity connects with work in/with OADI and the programs you are a member of
- 5) Please note that the proposals must be written in your **own language**. Similar proposals from different candidates would not be considered for funding.

Enter your written proposal in the field below:

Resume

Please upload your most recent resume as a PDF file

(Please name your resume as follows: LastName_FirstName_RESUME.pdf).

Letter of Support

Applicants are required to submit a signed letter of support from a Cornell faculty or staff member in order for their application to be considered. The letter should address the specific merits of your proposal, expected outcomes, and connection with academic and/or professional and career interests. Allow time for faculty to review your proposal well in advance of the deadline. Please upload the signed letter, on **Cornell letterhead**, as a PDF file.

(Please name your letter(s) of support as follows: LastName_FirstName_OADI LOS.pdf).

Note: For applicants seeking funding for graduate school exam and application fees: you do **not** need to submit a signed letter of support.

Letter of Acceptance

Applicants are required to submit a letter of acceptance from the host agency of their proposed experience in order for their application to be considered. Please upload the letter of acceptance, on agency letterhead, as a PDF file. If you are applying for funds for graduate-school application related expenses, you do not need to upload anything here.

(Please name your letter(s) of acceptance as follows: LastName_FirstName_LOA.pdf).

Paid Opportunity

Is the funding requested for a paid opportunity/internship?

○ Yes
○ No

If you're applying for OADI funds for a paid opportunity/internship, please attach your offer letter along with the financial details of the offer.

(Please name your letter(s) of offer as follows: LastName_FirstName_Paid Offer.pdf).

Budget

Funding/Budget Section

Use the budget sheet linked below to fill in all costs associated with your activity/proposed use of funding. In some instances, OADI may be able to cover all costs, but in most cases we can only agree to fund a portion of the costs associated with your activity/proposed use of funding.

Your budget must address all costs associated with your request, even those for which you are providing your own funding or for which you are receiving/asking for funding from other sources.

It is your responsibility to keep all *original* receipts or invoices for expenses you personally incurred for travel (including boarding pass stub), lodging, food, and any other costs associated with the proposed activity. You must submit these receipts to OADI after the completion of the proposed activity. The budget you provide is an estimate. Funds that cannot be accounted for with receipts must be returned to OADI. *Failure to submit receipts when requested will possibly result in funds being rescinded*.

These grants are intended to subsidize a student's budget and should not be seen as an exclusive source of financing. Please refer to the OADI Individual Student Funding webpage for additional information:
https://oadi.cornell.edu/funding%20and%20student%20employment/individual-student-funding.html

Tuition assistance/course registration fees are NOT provided by OADI, nor can it provide funding to pay a salary for an unpaid internship or research opportunity.

Please download the Budget Sheet (Linked HERE: Budget sheet). Follow the instructions on the sheet to fill in your expenses and sources of revenue. Once complete, upload it in the field below.

Please name your budget sheet as follows: LastName_FirstName_BUDGET.xlsx

Minimum Funding Required to go on the experience

How much of the requested funding will you need to go on this experience?

[   ]

Have you requested and/or secured additional source(s) of funding (including from other OCOF funding entities, colleges, other Cornell units, LSC Scholarship, non-Cornell sources)?

○ Yes
○ No

Additional Funding Information

Please download and complete the following sheet (Linked HERE: [Additional funding information]( )) to provide additional information about other sources of funding (including from OCOF, colleges, external organizations, other Cornell units, LSC Scholarship, etc.)

NOTE: The information you provide in this "Additional Funding Information" document should align with the information you provided in your Budget Sheet.

Please save and upload this document as a PDF.

Please name this file as follows: LastName_FirstName_ADDLFUNDING.pdf

Funding Agreement

Funding Agreement

The following contains important information regarding the OADI funding process. Please

read it carefully, check that you have read, understood and agree to each of the guidelines listed below and provide your electronic signature at the end.

1. Award Notification: Within approximately two weeks of the application submission deadline, you will receive an e-mail notification explaining what, if any, OADI funds were allocated to you and next steps to receive funds. As outlined in this e-mail notification, expenditures may not deviate from the original proposed use of funding in this funding application and must be accounted for. **Failure to adhere to the award letter parameters will forfeit any promised funds.**

◯ Yes, I have read the statement "1. Award Notification", I understand the written statement, and I agree to the terms described therein.

2. Briefing Workshop: All OADI funding awardees are required to attend a briefing workshop prior to receiving funding. The briefing workshop will address what is expected of you by agreeing to receive and use OADI funding. **Failure to attend the briefing workshop means that you forfeit the OADI Award.**

◯ Yes, I have read the statement "2. Briefing Workshop", I understand the written statement, and I agree to the terms described therein.

3. Evaluation/Reflection: All OADI funding awardees are expected to submit a written summary of their experiences/outcomes of the proposed activity. This written summary will be due no more than 2 weeks after the completion of your proposed learning/professional development opportunity. **Failure to submit a written summary of your experience will possibly forfeit any promised funds from OADI.**

◯ Yes, I have read the statement "3. Evaluation/Reflection", I understand the written statement, and I agree to the terms described therein.

4. Documentation: It is your responsibility to keep all original receipts or invoices for expenses you personally incurred for travel (including boarding pass stub), lodging, food, and any other costs associated with the proposed activity. You must submit these receipts to the OADI funding committee after the completion of the proposed activity with

the aforementioned evaluation. **Failure to submit receipts when requested will possibly result in funds being rescinded.**

○ Yes, I have read the statement "4. Documentation", I understand the written statement, and I agree to the terms described therein.

5. Use of funds for non-refundable deposits: If you receive funds that cover a non-refundable deposit for an opportunity and you do not participate in the opportunity, you will be required to return the funds used to pay the deposit.

○ Yes, I have read the statement "5. Use of funds for non-refundable deposits", I understand the written statement, and I agree to the terms described therein.

6. Changes in funding request or proposed activity: Funds may only be applied to the opportunity that has been approved. Should you have any change in plans and/or will no longer require total funds awarded, it is your responsibility to immediately inform the OADI Funding Committee so that we can offer funds to other students. **Failure to communicate any changes in a timely manner may affect your possibility of receiving future funds from OADI and may possibly result in funding being rescinded.**

○ Yes, I have read the statement "6. Changes in funding request or proposed activity", I understand the written statement, and I agree to the terms described therein.

I have read, understand and agree with the guidelines outlined in the Funding Agreement for receiving funds through OADI. I certify that all information provided in this application is accurate to the best of my knowledge.

× **SIGN HERE**

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