

GUIDELINES FOR HEAA STUDENT GRANTS

To fulfill its mission and to increase student awareness of the alumni network and encourage future participation in the Association, the Human Ecology Alumni Association (HEAA) awards grants annually to qualifying students in the College. The grants are available for student use in furthering the three objectives of the College: research, teaching, and outreach. The HEAA hopes, with these grants, to help further the applicant's academic interests, research, and outreach or career preparation / professional development.

The grant program is competitive in nature and each round of applications will be reviewed and decided upon within approximately two weeks of each deadline (**October 8, 2009, January 27, 2010, and April 8, 2010**). At that time, students will be advised of the decision to approve or deny their applications by an appropriate representative of the HEAA. Grant awards typically range from **\$150 to \$300**. *Grants will be awarded based on the strength of the application as well as an effort to provide awards equally across the various departments within the College of Human Ecology.*

Examples of grant applications that might receive awards include but are not limited to:

- Independent research
- Academic project
- Community/extension application of course or research work
- Travel and/or registration expenses to attend conferences and present student work
- Expenses related to summer study at other institutions for coursework not available at Cornell

Grant monies will not be awarded for lodging, meals, or other personal expenses. If a grant is awarded but the project/event is postponed, changed in any way, or does not take place for any reason, students must notify the Office of Alumni Affairs immediately and in writing to head@cornell.edu. Funding may be retracted for changes to or postponement of projects. Funds disbursed for projects that are cancelled must be returned to the HEAA via the Office of Alumni Affairs. Destroyed checks or checks written to reimburse the College/HEAA for funds previously deposited will result in the automatic generation of a W2 form from the University, which must be claimed on the student's taxes or addressed by the student directly with the University Tax Compliance Office. Awarded funds will not be released until the College has received the student-signed agreement provided with the notification message.

Grant Application

Complete the application in its entirety, including:

- Description of project/event.
- Assessment of how funding will further your academic pursuits or career development.
- Total cost of the project/event, including additional financial support you expect to receive, and an itemization of all expenses, if possible. (An itemization of expenses is strongly encouraged.)
- Amount requested from Human Ecology Alumni Association Student Grants Fund.
- Statement of support for your project or event from a faculty member, advisor, or research mentor who is familiar with the project/event for which you are requesting funds.

Only fully completed applications submitted with a statement of support by the deadline will be considered. Students are responsible for ensuring letter(s) of recommendation are received by the Office of Alumni Affairs and Development by the date due.

Application Process

1. Applications are available on-line at www.human.cornell.edu/Alumni/HEAA.
2. Completed applications should be submitted electronically via the website above.
3. The HEAA Student Affairs Committee will review applications and make grant decisions.
4. The Committee may seek further information from the student prior to making a final decision.
5. Any student who receives HEAA grant funding is required to submit a short formal report to the Office of Alumni Affairs & Development no later than six weeks after the conclusion of the project/event. A web link for submission of the required report will be provided to students who receive grant funding.