GUIDELINES
Human Ecology Alumni Association (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 awards grants annually to qualified 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 expects with these grants to help further the awardees’ academic interests, research, outreach, career preparation, professional development, and commitment to public service. Grants are awarded two times a year.

The grant program is competitive in nature and each round of applications will be reviewed, with decisions made approximately two weeks after the deadline. Students will be advised of the decision to approve or deny their applications by a representative of the HEAA. 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
- Service project
- Community/extension application of course or research work
- Travel and/or registration expenses to attend conferences to present student research or related work

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 an itemized list of all expenses and any additional financial support you expect to receive.
- Amount requested from Human Ecology Alumni Association Student Grants Fund.
- Statement of support in a letter of recommendation for your project from a faculty member, advisor, or research mentor who is familiar with the project/event for which you are requesting funds, and can speak to your character, work/study competencies.

Only fully completed applications submitted by the deadline, including a letter of recommendation, will be considered.

Students are responsible for ensuring letter(s) of recommendation are received by the date due.

Application Process

1. Applications are available on-line at https://cornell.qualtrics.com/SE/?SID= SV_3NPBuhBSO7&auH.
2. Completed applications should be submitted electronically via the website above.
3. The HEAA Grants 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 and receipts documenting expenses to the Human Ecology Alumni Affairs & Development Office no later than six weeks after the conclusion of the project/event. Information for submission of the required report will be provided to students who receive grant funding.

Additional Information

- Grant monies will not be awarded for lodging, meals, or personal expenses.
- Grant monies are payable to the individual and not payable or transferrable to Cornell University.
- Awarded funds will not be released until the College has received the student-signed agreement provided with the notification message.
- 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 Human Ecology Alumni Affairs Office immediately and in writing to heaad@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 Human Ecology Alumni Affairs & Development Office.
- Funds must be spent in the manner outlined in the grant application, and receipts supporting expenditures must be submitted to the Human Ecology Alumni Affairs & Development Office no later than six weeks after the conclusion of the project/event. The HEAA may request reimbursement of any funds that are not spent in accordance with the grant application.
- Foreign nationals that receive an award will be subject to 30% tax and will receive a 1042s form reporting this as “other” income. Learn more at https://www.dfa.cornell.edu/tax/foreignnationals.
- U.S. citizens or resident aliens do not have tax withheld at the time the award is processed; however, the award is considered reportable and taxable income. Note: No tax reporting document will be generated for awards under $600.00.

Questions? Contact the Human Ecology Alumni Affairs & Development Office at heaad@cornell.edu or 607-255-7802

Updated May 8, 2014