



Cornell University
Office of Academic
Diversity Initiatives

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Pre Professional Programs, P3

Funding Application

The Pre Professional Programs may sponsor member students, in part or fully, for those who would like to attend conferences, transportation for internships/externships, application fees to graduate school, fees for graduate exams, and more. If you are unsure if your proposal qualifies for funding, please speak with the P3 Advisor. To apply for support (usually by **reimbursement**), please do the following:

1. Complete this application
2. Email finished application to Kristin Dade, kbd44, and send availability to schedule an appointment. ****You will receive confirmation of appointment time****
3. Go to scheduled appointment; bring supporting information for funding (if necessary).
4. Receive email notification of funding decision within two weeks.

Please Complete Information Below

Name: _____ Student ID#: _____

Email: _____ Contact Phone#: _____

College/School: _____

Major: _____ Concentration: _____

Current Class Year (check one): First Yr Sophomore Junior Senior 5+

Funding Proposal

Desired Use of Funding (check one):

Conference Internship/Externship Application Fees

Exam Fees Other: _____

Affiliated unit for Proposed Use of Funding Check if Not Applicable

Name of Unit: _____

Contact Name: _____

Address: _____

E-mail: _____ Phone: _____

Name/Title of Proposal for Funding: _____

Dates/Time: _____ Location: _____

Personal Statement: Discuss why you want to do this proposal and how it is beneficial to your educational and/or career development.

When was the last time you requested funding from P3? _____

What was the funding for? _____

Is the resume in your file more than 6 months old? If yes, please provide current copies.

Budget Information

Use the table below to fill in all costs associated with your activity/proposed use of funding. In some instances P3 may be able to cover all costs, but in most cases we will only agree to reimburse a portion of the costs associated with your activity/proposed use of funding. Please attach your own budget sheet if more space is needed or to provide notes/explanations.

Budget Item (What needs funding)	Total Expense (Complete expense of Budget Item)	Amount Requested from P3
Travel Expense		
Airfare/Bus/Taxi		
Food Expense		
Meals		
Lodging Expense		
Hotel		
Fees		
Registration		
Exam Fee		
App Fee 1: _____		
App Fee 2: _____		
App Fee 3: _____		
App Fee 4: _____		
App Fee 5: _____		
App Fee 6: _____		
Other Expenses (List)		
GRAND TOTAL:		

*Attach own budget sheet if more space is needed.

Notes/Explanations (if necessary):

Funding Agreement

The following contains important information regarding the Pre Professional Programs, P3, funding process. Please read it carefully, and provide your signature at the bottom to verify that you understand and agree with the guidelines below:

- Award Notification: Shortly after your funding meeting, you will receive an e-mail notification explaining what, if any, P3 funds were allocated to you, steps to receive reimbursement, and a written summary form. As outlined in this e-mail notification, expenditures may not deviate from the original proposed use of funding in this funding application. *Failure to adhere to the award letter parameters will forfeit any promised funds.*

- Evaluation: All P3 fund recipients are expected to submit a written summary of their experiences/outcomes of the proposed activity. This written summary will be due at the time that you submit your receipts for reimbursement. *Failure to submit a written summary will delay, and possibly forfeit, any promised funds from P3.*

- Reimbursements: 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 P3 Advisor within two weeks of the proposed activity's end date with the aforementioned written summary of outcomes. *Failure to submit receipts will forfeit any promised funds.*
 - Departmental/Sponsor Transfers: Department transfers to another Cornell department will only be considered if discussed when application is submitted.

- Changes in funding request or proposed activity: Should you have any change in plans and/or will no longer require total funds awarded, it is your responsibility to immediately inform the P3 Advisor, so that we can offer funds to other students. *Failure to communicate any changes in a timely manner will result in a loss of awarded funds and may affect your possibility of receiving future funds from P3.*

I have read, understand and agree with the guidelines outlined in the Funding Agreement for receiving funds through P3. I certify that all information provided in this application is accurate to the best of my knowledge.

Signature: _____ Date: _____

----- Office Use Only Below -----

Date Received: _____	<input type="checkbox"/> CSTEP	<input type="checkbox"/> CPOP	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reviewed By: _____	Amount Approved: \$ _____			
Comments: _____				