

RCPRS Summer Living Expense Grant Application

Living Expense Grant Terms and Conditions

I certify that my application contains ALL of the following documents (please check each box):

- Signed Living Expense Grant Terms/Conditions (this page) Application Endorsement Form(s)
 Signed Hold Harmless Agreement Completed Budget Worksheet
-

In addition, I certify that (initial after each statement):

I have read and fully understand what is expected of me in terms of required minimum hours I must work (280), required receipts and bills that I must keep and return to show how I have spent my grant, and all deadlines. _____

I understand that should I decide not to re-apply to my Commitment program or if I am not accepted into the program for the upcoming academic year, I forfeit access to the Commitment-funded Expected Savings Replacement. _____

When received, I will deposit the check for my living expense grant into my bank account as soon as possible, as I recognize that it is very laborious and time consuming to create a duplicate check. You will have to physically pick up your check or make arrangements with the Bursar's office to have it mailed to you. _____

I will notify the Cornell Commitment Office if I am unable to start my position on the anticipated date. I will talk with my mentor if I experience problems/misunderstandings; if the problem continues, I will notify the Cornell Commitment Office. _____

At the conclusion of my summer research, I will complete and submit evaluation forms, provide receipts for and itemized lists of my living expenses (as indicated above) and return any excess money to RCPRS. I recognize that failure to do so may result in the need to return all necessary monies to RCPRS. _____

I understand that under no circumstances should I terminate my position without the approval of RCPRS. If I do terminate my position, I will need to return all or a portion of my summer monies to RCPRS. _____

Expected Savings Replacement

I have read through and understand the Expected Savings Replacement (ESR) guidelines. In order to be eligible for my ESR, I understand that I **must be accepted into the program for the upcoming academic year**, and must provide all of the following: _____

- an itemized list of my expenses
- utility bills and canceled checks
- required receipts, rent agreement
- a completed application

I understand that the ESR goes toward the student contribution portion of my Cornell tuition and fees for the following academic year. **The monies will be distributed ½ each semester; therefore, I must be enrolled at Cornell as a full-time undergraduate for the full academic year to receive the full ESR.** _____

The Cornell Commitment is the final authority on interpretation of these terms and conditions.

I certify that the information I have provided in this application is true and accurate. I understand that it is my responsibility to adhere to all stated deadlines for applications and supporting materials, and post-summer research requirements such as evaluations and receipts. I have read and understand all information provided in this application packet.

Printed Name

Class Year

Signature

Date

General Information for Summer Research

Students may draw funds from their RSA to cover certain living expenses involved in pursuing summer and/or winter research opportunities either on- or off-campus. For more details on what is and is not covered, please refer to the budget worksheet.

FULL-TIME RESEARCH

1. Complete an application on which you will describe your project and outline your projected expenses.
2. **If working on-campus** - you are required to obtain an endorsement from your faculty mentor.
3. **If working off-campus** – you must obtain endorsements from **BOTH** your current faculty mentor and the person with whom you will be working over the summer or between semesters.
4. Once the application and budget are completed and approved, a check (which takes between two and four weeks to process) for the approved amount will be generated and waiting for your pick up in the Bursar's office in Day Hall. Students who have direct deposit will receive the monies more quickly and with less hassle than those who do not; therefore, we encourage you to set up direct deposit. If you leave campus before you receive your funds, you must make arrangements with the Bursar's office for your check to be mailed to you; the RCPRS office cannot mail the check to you.
5. **You are expected to allocate these monies accordingly and keep receipts of all the expenses covered by RCPRS monies, with the exception of food/household items.**
6. Total expenses (an itemized list), receipts for all expenses, and evaluations of the experience from both you and your mentor(s) are due **the first week of September**, or in the case of winter research, **two weeks after your return.**

PART-TIME RESEARCH

Some students choose to conduct research over the summer on a part-time basis (20 hrs/wk or less). RCPRS will provide funding to these students in the form of wages through COLTS. If your mentor wishes to pay you (through his/her own resources) for hours worked beyond the maximum allowable through RCPRS, this is permissible. The student must make arrangements with the payroll representative to be hired into the student employment system using the correct faculty mentor account number. ****A student who chooses research for wages through RCPRS (i.e., COLTS) cannot also receive the RCPRS living expense grant.****

Maximum Wage Rate/hour

* rising sophomore pay rate \$7.50 * rising junior pay rate: \$8.10 * rising senior pay rate \$9.25

ADDITIONAL INFORMATION

Extension of research - If you decide to extend your research in any way and you need additional funding, you **MUST** request the additional monies **in advance.**

Expected Savings Replacement (summer research only) - At the end of the summer, you may apply for additional monies to help cover tuition costs. These additional monies, referred to as the Expected Savings Replacement (ESR,) are available to all students regardless of financial aid status. An ESR is available **one time** over the course of your college career. Monies will be credited to your bursar account. The application for the ESR is also due the **first week of September** and will be provided later in the summer via email. NOTE: The monies will be distributed ½ each semester; therefore, you must be enrolled at Cornell as a full-time undergraduate for the full academic year to receive the entire disbursement of your approved ESR. Please feel free to contact Stephanie Spackman at sws36@cornell.edu or 255-8595 with any questions you may have.

Summer/Winter Research Application

I. Summer/Winter Research Proposal

- Write a brief description of the project you will be working on and your role regarding it.
- Please state why this position is important to you, either academically or career-related.
- Include any additional information you'd like us to know that is not written elsewhere.

II. Student/Research Site information

Name _____ NetID _____

College _____ Major _____ Grad Date _____

Summer Address _____
Street Address City, State Postal Code

Summer Phone _____ Cumulative GPA _____

Is your faculty mentor (on or off-campus) paying you this summer from his/her department resources? Yes No

Will you have another paid job this summer? Yes No

III. Faculty Mentor Information

Check the applicable box and then complete the information

I will be engaging in **ON CAMPUS RESEARCH**

Faculty mentor & dept. _____

Faculty email _____

Research supervisor (if different from mentor) _____

I will be engaging in **OFF CAMPUS RESEARCH**

Cornell Faculty Mentor _____ Email _____

Off-Campus Mentor _____ Email _____

Off-Campus mentor's institution _____ Phone _____

Institution address _____
Street Address City, State Postal Code

PLEASE NOTE: If you decide to extend your research beyond the agreed dates, you must obtain RCPRS approval **BEFORE** any additional expenses are incurred.

IV. Duration of Summer Research

Start Date _____ End Date _____
Hours/wk _____ Total Weeks _____

V. Expected Savings Replacement (ESR) Pre-Approval

I plan to apply for an ESR at the end of the summer. Yes ___ No ___

In applying to use Rawlings Cornell Presidential Research Scholars Research Support Account monies for summer research, I authorize the Cornell Presidential Research Scholars to obtain information pertaining to my academic and employment history. This information may be released as necessary on these and on my financial aid record to RCPRS donors or to other persons involved in the development and/or promotion of the Rawlings Cornell Presidential Research Scholars. I understand that it is my responsibility to adhere to all stated deadlines and requirements for applications and supporting materials.

Printed Name: _____

Signature: _____ Date: _____

Estimated Budget Worksheet

This worksheet is designed to help you identify and plan for your total summer living expenses. The monies you receive are intended to cover necessary expenses such as rent, food, and/or transportation, although you may not incur expenses in all of these areas.

CATEGORY	EXPENSE	Total	\$
RENT			
	Monthly rent payment	\$	_____
UTILITIES			
	Natural Gas	\$	_____
	Electric	\$	_____
	Phone	\$	_____
Cable/DirectTV are not considered "necessary" living expenses			
FOOD/HOUSEHOLD			
	Groceries/Dining Out	\$	_____
	Household	\$	_____
TRANSPORTATION			
	Gas for car	\$	_____
	Daily bus/subway fare	\$	_____
	Air/Bus/Train fare to internship site	\$	_____
PERSONAL			
	Miscellaneous	\$	_____
TOTAL BUDGET		\$	_____

NOTES

Signed rent agreement and canceled checks required.

Receipts and bills are required**

Avg.: \$25/mo

Avg.: \$25/mo

Cap: \$45/mo (either land or cell)

CAP: \$100/mo. For groceries, household, toiletries and dining out.

Receipts are required**

Receipts are required**
Cap: \$60/mo

****Bank and credit card statements do not qualify as receipts.**

NOTE: CPRS will not fund the following expenses

- Tuition or school supplies (for summer courses)
- Clothing, other than REQUIRED uniforms
- Rent expenses for unused apartments
- Liquor store purchases
- Past due bills
- Set-up costs (i.e., cable, internet, etc.)
- Car insurance

**Rawlings Cornell Presidential Research Scholars
On-Campus Faculty Endorsement**

(You may provide all of this information by email to Stephanie Spackman at sws36@cornell.edu)

Faculty Name _____

Department _____

Faculty Email _____

Name of Student _____

The student will be working:

with me on-campus
(Please complete the on-campus section below)

with someone else off-campus
(Please skip to the bottom of page)

For On-Campus Faculty Completion Only

Approximately how many weeks will the student work with you? _____

Approximately how many hours per week will the student work? _____

Will the student receive financial compensation from your department for his/her work? Yes No
Please note, students receive wages through RCPRS only if they are engaged in research part-time (10-15 hours a week).

If yes, please specify the rate of pay \$_____

Briefly describe the student's summer project:

Additional comments regarding this student's on-campus research experience:

Please indicate your support of the student's summer research (either on or off campus) by signing below.

Signature

Date



Cornell University

Office of The Cornell Commitment

103 Day Hall

Phone: 607-255-8595

Cornell University

Fax: 607-255-0284

Ithaca, NY 14853-2801

Web: www.commitment.cornell.edu

Rawlings Cornell Presidential Research Scholars
Off-Campus Faculty Endorsement

(You may provide all of this information by email to Stephanie Spackman (sws36@cornell.edu))

Faculty Name _____

Institution Name _____

Department _____

Institution Address _____

street

city

state

zip

Phone number _____

Email _____

Name of Student _____

How many weeks do you expect that the student will work with you? _____

How many hours per week do you expect that the student will work? _____

Will the student receive financial compensation from you or your institution?

[] Yes [] No If yes, please specify the rate of pay _____

Please describe the student's summer research project.

Please indicate your support of the student's research experience by signing below.

Signature _____

Date _____

Hold Harmless Agreement with Release Indemnification

The following agreement is designed to inform and protect all participants involved with Rawlings Cornell Presidential Research Scholars (RCPRS) research opportunities: the student, Cornell University, the institutions and individuals cooperating with the Rawlings Cornell Presidential Research Scholars.

Student Name: _____

Research Institution: _____

1. I acknowledge that my participation in this program is entirely voluntary and such participation will require transportation and habitation in (City, ST) _____ and that my participation may subject me to risks relating to my personal health and safety. I further acknowledge that I am traveling at my own risk and will take all precautions that I deem necessary for my personal safety and well-being including but not limited to medical precautions as needed prior to the start of service. (I.E., vaccinations, dental, allergy medications, etc.)
2. I hereby agree to release, hold harmless and indemnify Cornell University, its trustees, officers, directors, agents and employees from any and all damages or claims of any nature whatsoever arising out of my participation in the Rawlings Cornell Presidential Research Scholars research program. On behalf of myself, my estate, assigns, and heirs, I do hereby indemnify and hold Cornell University, its trustees, officers, directors, agents and employees harmless from any damage or liability incurred by Cornell or others as a result of my participation in this program for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of my participation in this program.
3. I am aware that Cornell University and the Rawlings Cornell Presidential Research Scholars are not establishing an employer/employee relationship with the agency or me. All funds received have only enabled this research opportunity and therefore I understand that I am personally responsible to resolve any and all problematic circumstances independent of Cornell University or the RCPRS program.
4. I agree to show a professional manner at all times, reflecting respect and responsibility in my research position. I will abide by the host region or country's laws and show good judgment toward cultural differences so as to maintain a harmonious international relationship. I understand Cornell University is not responsible for the defense of a student accused of a violation of the laws of the host region or country or for the payment of any fines and penalties resulting from such violations.
5. I acknowledge that I and the University may reserve the right to make cancellations or changes in cases of emergency or in the interest of the group. If I am unable to complete my research project, I agree to refund a portion or the entire amount provided by the RCPRS program. Should the RCPRS cancel my research project I agree to return remaining funds as agreed upon by RCPRS staff.
6. As a person of integrity, I have estimated my costs to the best of my ability. I am aware that costs fluctuate and I will cover any expenses above the stated amount. At the end of this research project, I will complete evaluation forms, provide receipts and return any excess scholarship money to the RCPRS.
7. As a participant in the Rawlings Cornell Presidential Research Scholars program, I pledge to conduct myself in a manner that reflects favorably on both Cornell University and the United States.
8. I acknowledge that the terms and conditions of this internship agreement and this release indemnification and hold harmless agreement are contractual in nature and not mere recital.

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____ **DATE:** _____

SUMMER ADDRESS: _____ **PHONE:** (_____) _____

WITNESS SIGNATURE: _____ **DATE:** _____