Cornell Commitment
Support Account Info Session
By the end of this info session you should...

• Have ideas and resources on where and how to find experiences.

• Have a better understanding of what qualifies for funding.

• Know when to apply for funding and what to do when you return.
Benefits of Using Support Account Funding:

• Gain valuable real-world experience
• Take in a new culture and see the world
• Discover a new passion
• Make new connections and life-long friends
• Explore and expand your career opportunities
• Helps with graduate school admissions
Eligibility and Qualifications

Who is eligible?

- You must be a full-time, enrolled student in good standing with your respective Commitment program
Eligibility and Qualifications

What qualifies for funding?

• Short trips that occur during academic breaks (Spring break, Winter Break, etc.)
• Trips that are related to program values.
  • Tradition: *Service*, for example: teach elementary lessons in a community.
  • MFCNS: *Leadership*, actively engage with an organization/community; making an impact.
  • RCPRS: *Research*
• Semester projects that are tied to core program values.
• Full time summer career internships that are 8 weeks or longer. (Rawlings must be research related)
Eligibility andQualifications

What does not qualify for funding?

• Study Abroad/Semesters Abroad
• Experiences cannot be used to convert others to a particular religious belief or political party
• Career or graduate/professional school interviews

More specific questions should be directed to a staff member
How Can Funds Be Used?

Support account funds can be applied towards the following costs:

- Transportation
- Housing/Accommodations
- Food

Depending on experience, funds may also cover:

- Daily Commuting Expenses
- Necessary Visas/Immunizations
- Utilities
- Cell phone/internet costs

Be aware that funding caps on certain items apply. Be sure to read details on the budget application.
Funds do NOT cover...

Program Fees & Administrative Costs
Direct Charitable Donations

• If your experience charges a single program fee, ALWAYS ask for a program fee break down, as the support account may be able to cover some of the costs.

For example: Program fee is $100. Breakdown of program fee shows:
• $50 for bus transportation
• $25 for food
• $25 for administrative costs.

What would support account cover? The support account would cover: $75 (Bus & Food)
How much funding can I apply for?

- Generally, the longer the experience, the more funding you can apply for.
- Please note the following guidelines to help you plan for the costs of your experience:

**Number of Weeks:**

1: $1000  
2: $1500  
3: $1750  
4: $2000  
5: $2250  
6: $2500  
7: $2750  
8+: $3500
Application Deadlines

• To be considered for review, completed forms and applications are due by these deadlines or AT LEAST 4 weeks before the start of any experience:
  • Winter Break: November 1
  • Spring Break: March 1
  • Summer Break: May 1

• Applications submitted after the deadlines or within 4 weeks of start date may not be approved or read for consideration.

• It is highly recommended to start planning EARLY. This allows you to work with program staff and have a better chance of getting your experience approved.
Applying

Where is the application?

• Applications for funding are submitted online:
  • Visit your respective program page on commitment.cornell.edu
  • On the menu to the right, select "Support Account" to view the instructions
  • Custom link to the CUAbroad webpage can be found at the bottom of the page.
• All students applying for funding (even those not going abroad) should use this form.
Tips and Reminders...

• Once you "submit" a section you may not re-edit that section.

• The application page will timeout after 59 minutes of no activity. Be sure to "save" the section you are working on as you complete questions to save your progress.

• Not all locations will be listed when you are completing your itinerary.
  • Enter the location manually or select the location that is closest to your site. (Within a 50 mile radius)
Tips and Reminders...

- ALL THREE Signature documents must be read and signed by applicant.
  - (Travel Warning, Hold Harmless Agreement and Terms & Conditions)

- If you are traveling abroad, you are responsible for checking to see if your destination is on the travel warning list, and starting an appropriate ITART Application.
  - ITART Approval DOES NOT equal Cornell Commitment Approval (and vice-versa)
  - Be sure to list program director as an ITART contact

- Make sure to follow up with your site supervisor after endorsement forms have been sent.
Approval

• You will receive an email from CUAbroad when a decision is made on your application.

• You will also receive an email from your program director when a decision is made on your application.

• If approved, the budget amount awarded will be included in the communication.
Funds: How & When

How do you receive the funds?

• Funds are transferred through the Bursar's Office.
• Enroll in Direct Deposit with Bursar’s Office (different than Cornell Payroll)
• [https://www.dfa.cornell.edu/bursar/students-parents/deposit-refunds](https://www.dfa.cornell.edu/bursar/students-parents/deposit-refunds)

When do you receive the funds?

• Experiences during the academic year are reimbursed after the trip is completed and post trip materials are approved.
• The summer funding process is slightly different. Refer to summer processes at the end.
During your experience, tips...

• Remember to keep all relevant receipts for documentation when you return. Receipts must be legible!
• Print and bring your Supervisor Evaluation Form with you and have a site supervisor complete the evaluation before you return home
• Take photos! Post them to our Facebook pages!
• Send the Office a postcard!
Welcome Back!

*Post trip documentation is due 2 WEEKS AFTER the completion of the experience. Documentation is submitted through the same website.*

- The website will email you after you complete your experience reminding you to login and complete your post-trip documentation.

- Log in to complete the post trip questions and upload your actual expenses on the budget spreadsheet.

- Please DO NOT submit stacks of receipts to the office! Upload legible scanned receipts (NO CELL PHONE PHOTOS) to the appropriate section.

*Failure to submit post trip materials in a timely manner can affect your funding!*

*Contact us if you don't think you can meet your deadline!*
Academic Year Experiences vs. Summer Experiences

• **Academic Year**
  • Experiences can't be career related
  • Budget amounts are paid in the form of reimbursement after the trip is completed and post trip materials are submitted
  • Meal receipts are required in post trip docs.

• **Summer**
  • Experiences can be career related (ie. internships)
    • **Note-Rawlings experiences much be RESEARCH related**
  • Budget amounts can be paid prior to experience depending on length of trip
  • Meal receipts are not required in post trip docs
Other Questions?

Please complete Support Account Survey before you leave!!

We strive to continuously improve the application process, please contact us with any feedback.

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  • Jacinta Stark, jj87

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commitment.cornell.edu
Read through all the instructions on this page before starting your application.

Then click "New Application" to open your application and log in using your NetID.
Select the term when your experience will take place.

Enter your experience start and end dates here

Manually type in your location as it will be faster than scrolling through the list. If your location does not appear on the list, add the closest city that does.
All sections on this screen must be checked as "Received" for your application to be completed.

When you've completed all the relevant components (denoted by checked "Received" boxes), the website will send your application to the appropriate staff member to review.

Your application will not be reviewed until all the relevant components are received!
Use this worksheet to calculate and submit your estimated expenses.

Carefully read the description for spending caps and other important notes.

Save these estimates, and use them to compare your actual expenses after you finish your experience. You will be asked to identify differences in your estimated and actual budget at the end of your experience!

Remember that at the end of the experience, you must provide proper documentation/receipts for any expense you list below.

If you have questions about an expense, please contact the Cornell Commitment Office.

These are the sections of the budget:
1. Housing Budget
2. Food Budget
3. Round Trip Ticket Cost
4. Daily Commuting Expenses
5. Airport Commuting Expenses
6. Electric/Utility Expenses
7. Phone Expenses
8. Internet Expenses
9. Immunization Expenses
10. Visa Expenses
11. Travel Insurance Expenses
12. Miscellaneous Expenses
13. Other Expenses
14. Total Estimated Expenses (*)
15. Total Funding From Other Sources (*)
16. Total Requested Funding (*)
17. Financial Hardship: Early Reimbursement
18. Notes
Complete your personal emergency plan with the appropriate information.

This plan is required for all students, even if you are not going abroad. Only (*) marked questions are required to be answered.

For your safety, keep this information with you while you travel!
Enter the contact information for your recommender (or recommenders for RCPRS) here. This recommender should be the direct supervisor of your work while you are doing your experience.

After adding contact information, select "Add User" to go to the next screen.
Once you've entered the recommender's (supervisor) contact information, include any other notes you wish to include then click save.

Once you click save, an email will be sent to the supervisor with links to complete their endorsement.

Please let your supervisor know to expect an email from "cuabroad". Even if you are not doing an abroad experience, our applications are a part of the cuabroad system. If you would like to see a copy of the questions sent to your supervisor(s), please contact the Commitment Office.