STUDENT TRAVEL TO PRESENT AWARDS – Skidmore College
To Support Travel to Present Work at a Conference or Professional Meeting

Date of Application: ______________________

Student Project Leader*: ___________________________ Class Year ________________
(*Note: If this is a group travel project, then include the names of the students in your project description)

Are you an International Student: _____ Yes _____ No

Declared or Anticipated Major(s): __________________________ Minor(s): ________________

Current Cumulative GPA: ___________ Amount Requested: ________________

Have you previously received a Student Travel to Conferences Fund?       □ No       □ Yes
If yes, when? __________________________ Amount Received: ________________

Title of Presentation: __________________________________________

Faculty Sponsor: __________________________ Department/Program: __________________________

For the Faculty Sponsor

□ I have read the student’s narrative and endorse the proposed work: __________________________

Optional Comments (attach letter if necessary):

___________________________________________________________ (signature required)
On a separate sheet of paper, please provide the following information:

1. Attach your presentation title, abstract, and proof of acceptance to the professional meeting.
2. Describe your role in presenting the work.
3. Describe how participation in this conference will enhance your college education.
4. Explain the potential benefit of the project to the academic community at Skidmore.
5. Provide both a detailed budget for anticipated expenses and assurance that funds are not available from other established sources at the college.
6. If this project is being done in collaboration with a faculty member, please describe the nature and extent of the collaboration.

Please Note: If this study involves human subjects or vertebrate animals, you must consult with Skidmore’s Institutional Review Board (IRB), Participant Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC) to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects; 2) includes any interaction or intervention with human subjects or access to identifiable private information; and 3) meets the definition of research, which is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds. Wildlife studies involving vertebrate animals also require IACUC approval. Indicate in your application if you need IRB, PRB, or IACUC approval; if you do, also indicate whether or not you have submitted your proposal for review and/or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers who interact with human participants or involve vertebrate animals in their research (regardless of whether or not they need IRB, PRB or IACUC approval) are expected to conduct their research in an appropriate and ethical manner.

Be certain to type and proofread all materials submitted. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. Please submit this application and all support materials to Pat Choukeir in Starbucks Center 201 at least three weeks before the conference. Please complete the W9 form and submit it with your application. Be sure to use your home address and not your Skidmore address. You should allow at least two weeks for the grant request to be considered.
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) __________
   - Other (see instructions) ★

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any) __________
   - Exemption from FATCA reporting code (if any) __________
   - (Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Social security number __________

or

Employer identification number __________

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding;
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
Purpose: Student Travel to Present Awards are provided by generous friends and alumni of Skidmore College. Awards support travel to present research or creative projects at a conference or a professional meeting. Grants may be used to defray the costs of travel to the conference, lodging, and meals. Students should seek support from their departments to cover conference registration and membership fees in the professional organization. Grant amounts are typically $500-$700 and depend on availability of funds each semester.

We do not provide funds for travel to attend a meeting at which the student does not present. We also do not provide funds for student travel related to a class activity (required or voluntary) or that is part of a co-curricular activity sponsored by a department or program.

We support travel to a conference only when you are officially presenting research results.

Budgets: Guesstimates and round figures are not compelling. You should research actual costs. You will need to justify each proposed expenditure in your proposal. Look for ways to save money. We encourage you to do this not only to make your project affordable for you but to stretch the available funds to assist as many students as possible. If travel is involved in the project, be certain to show why it is essential. Consider not merely the cheapest modes of transportation but also the safest modes of transportation (i.e., consider traveling by train, bus, or airplane rather than by car). You should also explore the most inexpensive options for hotels and meals.

The use of personal vehicles for travel is not allowed. If you choose to travel by car, you need to arrange to use a Skidmore fleet vehicle. In order to do so, you must apply to become an authorized driver. Please complete the required steps described in the link below:

http://www.skidmore.edu/safety_committee/motor_vehicle_policy/studentprocedures.php

Once you are approved as an authorized driver, you may ask your faculty sponsor to reserve a fleet vehicle for your use on the date(s) or during the time(s) you require.

Students who travel by car must include in their applications estimates of the gas and toll costs of their proposed trip.

Criteria and Procedures: Applicants for funds must be full-time matriculated undergraduates and be able to demonstrate the benefits of their travel to present research or creative projects at a conference or a professional meeting.

Alumni may apply for funds up to one year after graduation if they plan to present work that was completed during their senior year. Graduates are reimbursed for expenses after the conference rather than given awards before traveling to the conference.

The applicant should describe how the activity will enhance his or her education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget. Funds may be used only for the purposes designated in the application. Successful applicants agree to file a brief project report with Pat Choukeir in Starbuck 201 after completing their funded activity.
**Review Process:** All applications for Student Travel Funds should be submitted to Pat Choukeir in Starbuck Center 201 at least three weeks before the student travels to the conference. **Application materials must be typed and must meet high standards of clarity and coherence to be considered.** The Associate Dean of the Faculty makes all final decisions, consulting as necessary with other staff and faculty.

Please complete the attached W9 form, using your home address and not your Skidmore address. Submit the W9 with your application.

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STUDENT TRAVEL TO PRESENT AWARDS
TIPS FOR A SUCCESSFUL GRANT APPLICATION

**Project Description**: Clarity and completeness are important. Provide sufficient detail on the nature of your research or creative endeavor and describe the extent of any collaboration with faculty and peers.

**Faculty Assessment**: Your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal. Your sponsor should provide feedback on your proposal while it is still in draft form.

**Enhancement to Your Education and Potential Benefits to the Skidmore Community**: Please take these two questions (on the application form) seriously. They ask you to expand your field of vision beyond your individual project.

**Follow-up**: Be certain to acknowledge support from Skidmore College Student Opportunity Funds in your publication or presentation.

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