

Albert Nerken
School of Engineering

The Cooper Union
for the Advancement
of Science and Art

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Student Funding Request Information – Engineering School Dean’s Office

SPRING 2021 UPDATE: Because of COVID-19 and policies made by The Cooper Union, the Engineering School Dean’s Office is not able to support any travel to and from events. However, participation in virtual events will be considered.

Students may apply for funding from the Dean’s Office to attend conferences, present papers and/or participate in other academic and professional development opportunities. Priority will be given to students who are presenting. Please note that unfortunately, not all applications can be approved, and you should not pay for anything until your request has been officially approved.

Incomplete applications will not be considered; make sure all information is included prior to submission.

If approved, the Dean’s Office can pay for some expenses on your behalf before the event, or you will be reimbursed upon your return. Make sure to save all receipts as funds cannot be reimbursed without receipts. Items that the Dean’s Office can purchase on your behalf include registration fees, airline tickets, hotel reservations, etc.

If you accept funding and ultimately do not attend or do not submit required information after the event, it will be your responsibility to reimburse the Dean’s Office for any money expended on your behalf.

Items that will not be covered:

- Car service to and from airports in New York
- Food or drinks
- Materials
- Recreational costs

Awarded funds are non-transferable and may not be used for any expenses not directly related to the approved event.

Each student must apply for their own funding. You may not apply on behalf of another student.

Applications for funding must be received at least two weeks before a local event, or four weeks before an out-of-town event.

Events outside of the United States are not eligible for funding.

After the event, each student must submit a brief statement (500 words minimum) reflecting on the experience. Please include information about the benefits of attending the event, what you did while in attendance, any important connections and networking opportunities made by attending the event, and, in general, how did the experience contribute to your professional development. This statement should not read like a calendar listing. Instead, it should be a holistic reflection about what was learned by taking part in the experience. Consider including pictures, especially those of you presenting. Please note that the submitted statement and any pictures may be used by the Engineering School.

The reflection statement and all receipts are due no later than **two weeks** after the event. If items are not received within two weeks, you will forfeit all reimbursements and be required to reimburse the Dean's Office for any purchases made on your behalf. Please note that the Dean's Office will not send a reminder.

Completed applications should be submitted to Beth Slack via e-mail at: beth.slack@cooper.edu.



STUDENT FUNDING APPLICATION

Albert Nerken School of Engineering

Please fill out this application in its entirety and include all requested collateral material. Incomplete applications will not be considered. Applications for funding must be received at least two weeks before a local event, or four weeks before an out-of-town event. Completed applications should be submitted to Beth Slack via e-mail (beth.slack@cooper.edu).

Student Name: _____ Student ID#: _____

Student Email: _____ Class year: _____

Major: BSE CE ChE EE ME

Name and description of activity (attach information sheet or flyer if applicable):

Website of activity: _____

Date(s) of activity: _____ Location of activity: _____

Why do you wish to attend? How will this activity benefit you?

Are you presenting at this event? Yes No

If yes, what are you presenting?

Amount of Funding Requested: _____

(Check all that apply.)

- I would like the Dean's Office to purchase items on my behalf.
- I will submit receipts for reimbursement after the event.
- I have attached a budget for the activity. (Without this, my application is incomplete and will not be considered.)

I have applied for funding from other sources: Yes No

If yes, from where? _____

I understand that submitting an application does not guarantee funding. I acknowledge that if funding is awarded, I must submit my reflection statement and all receipts no later than two weeks after the event. If these materials are not received, I forfeit all reimbursements, and am required to reimburse the dean's office for any purchases made on my behalf.

Student Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____