Graduate Scholar Ambassador Award
2018-19 Application

The Graduate Scholar Ambassador Award provides funding for graduate students to travel to their alma mater, present their scholarly activities, and serve as ambassadors for our graduate programs.

The major focus of the award is to support the Office of Graduate Education’s commitment to global engagement by offering opportunities for our top students to disseminate their work in scholarly arenas and promote graduate educational opportunities. The goal of this award is to increase global awareness of UAlbany’s research, scholarship and graduate programs by attracting the best and brightest students to UAlbany.

Desired outcomes include establishing relationships with universities that can be sustained over time to bring permanent enhancements to research, scholarship and the graduate student body.

Applications from the graduate student community in all disciplines are invited. Awardees will give presentations at their alma mater that describe their research and other scholarly activities performed at UAlbany and assist in the recruitment of high quality applicants for our graduate programs. Applicants for this award will be evaluated based on their demonstrated ability to clearly communicate their research and scholarly activities and their ability to represent UAlbany.

Proposals must include the following:

1. A brief abstract of the research topic or scholarly activity to be presented;
2. An updated CV;
3. Letter of support from your faculty advisor;
4. Name and address of the host university faculty or staff contact information (email, phone);
5. A written request from host university inviting you to campus to present your work;
6. A detailed itinerary of the trip, including proposed dates of visit, any preparatory steps to be taken prior, target audience, potential for collaboration with faculty or staff;
7. Specific desired outcomes of the project and how these will be assessed.

An itemized budget with an explanation of the estimated costs must be included. Funds will be in the form of reimbursements, primarily of travel costs. Shared funding with other sources is encouraged. Upon selection, international students will be asked to provide proof of authorization to travel from International Student and Scholar Services (ISSS).

Awards up to $1,500 will be granted before June 30, 2019 for projects that will be undertaken between December 18, 2018 and June 30, 2019.

Applications, including the attached cover sheet, must be submitted to Shanise Kent by email: snkent@albany.edu no later than December 3, 2018.
Graduate Scholar Ambassador Award
2018-19 Application
Application deadline: December 3, 2018

Cover Sheet

Name ____________________________________________

Department____________________________________

Host University Name __________________________________________

Host University Location________________________________________

Presentation Title______________________________________________

__________________________________________________________
Signature of Applicant Date

Attach proposal to this cover sheet.

Endorsement of Faculty Advisor

I have read the full application and recommend that the Office of Graduate Education support it. (If you wish, you may attach a statement indicating additional information that would be useful for review of this proposal.)

__________________________________________________________
Print or type name Signature Date

Endorsement of Department Chair

I have read the full application and recommend that the Office of Graduate Education support it. (If you wish, you may attach a statement indicating additional information that would be useful for review of this proposal.)

__________________________________________________________
Print or type name Signature Date

Submit complete application to Shanise Kent by email at snkent@albany.edu no later than December 3, 2018.
Graduate Scholar Ambassador Award

Application & Award Procedures

Submission:
1) Complete applications should be submitted no later than 5pm on December 3, 2018 to Shanise Kent via email at snkent@albany.edu.
2) A complete application includes the following:
   a. A proposal that includes and/or addresses all 7 items detailed in the application.
   b. Cover sheet with signatures of the applicant, faculty advisor and Department Chair.

Review:
1) The Office of Graduate Education Recruiting Committee will complete its review of applications by December 7, 2018. Incomplete applications will not be reviewed and will be returned to the applicant.

Selection:
1) First round: The Committee will invite selected applicants to present their work, in person or via Skype, the week of December 10, 2018. PowerPoint slides about UAlbany graduate programs will be made available to the applicant prior to their presentation. Students will need to include these slides in their presentation.
2) Second round: The Committee will make their recommendations and contact student(s) selected.

Award:
1) All awards will be administered after travel. Students must provide original receipts and complete a Graduate Education Acceptance of Risk Form prior to travel to be reimbursed.
2) International students must provide ISSS documentation that they are authorized to travel.
3) Student Ambassadors are required to collect a list of attendees and potential students (name, email address and program of interest) from the host university for the Office of Graduate Education’s follow-up.
4) Student Ambassadors will be provided with 5 coupon codes, waiving the $75 graduate application fee, to distribute to students with the highest potential of attending UAlbany.
ACCEPTANCE OF RISK FORM

The following statement is to be read carefully by individuals who are participating in the following activity and/or travel on _________________________________.

(enter dates of travel)

Acknowledgement of Risk:

I, ______________________, am voluntarily agreeing to participate in this activity and/or travel.

(printed name)

I understand that these activities involve significant and inherent risks such as serious injury and even death. I understand that these types of injuries may result from one’s own actions or the actions of others, or a combination of both. I understand and appreciate that there are a number of inherent risks involved that are beyond the control of the sponsoring agency and its staff. I understand that there is an inherent risk involved in TRANSPORTATION TO AND FROM an ACTIVITY SITE such as: injury or death related to vehicular accidents, slip, falls, unforeseen delays and schedule changes.

I fully understand and accept all risks associated with participation in this activity and/or travel.

I agree that the University at Albany, its employees, and its agents shall not be liable for injury to users’ person or loss or damage to users’ personal property arising from or in any way resulting from the users’ participation in these activities, unless such an injury is caused by the negligence of the University, its employees, or its agents while acting within the scope of their duties.

I HAVE CAREFULLY READ AND CONSIDERED THIS INFORMATION AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT I AM RELEASING CERTAIN RIGHTS that I may have otherwise, and enter into this contract on behalf of myself and my family in consideration of being permitted to participate in the following activity and/or travel:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

I fully understand submitting misrepresented information, failing to disclose significant information, omitting facts, and/or falsifying documents may result in serious personal injury, death, university judicial and/or legal action against me.

Signature: ___________________________ Date: ______________

11/26/2018