The Graduate Research Ambassador Award provides funding for the Watson School’s graduate students to travel to their alma mater, present their scholarly research and serve as ambassadors for our graduate programs.

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

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 of the Watson School.

Applications from the Watson School graduate student community are invited. Awardees will give presentations at their alma mater that describe their research performed at Binghamton 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 research results and their ability to represent the Watson School.

Proposals must include the following:

1. A brief abstract of the research topic to be presented;
2. An updated CV;
3. Letter of support from your Watson faculty advisor;
4. Name and address of the host university faculty or staff contact info (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 ISSS authorization to travel.

Grants up to $1,000 will be awarded before the end of the Spring 2014 semester for projects that will be undertaken between 1 June 2014 and 31 August 2015.

Applications, including the attached cover sheet, must be submitted to Lisa Gallagher by email: lisag@binghamton.edu or hardcopy: Mechanical Eng Dept ES 1315, no later than April 18, 2014.
Spring 2014 Proposal for the International Scholarship & Ambassador Award

Application deadline: April 18, 2014

Cover Sheet

Name __________________________________________ Date __________________________________________

Department __________________________

University Name and Location __________________________________________________________________

Research 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 Watson Dean’s Office 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 Watson Dean’s Office 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 Lisa Gallagher (lisag@binghamton.edu), ME Dept, ES 1315
The Thomas J. Watson School of Engineering & Applied Science
Graduate Research Ambassador Award

Application & Award Procedures

Submission:
1) Complete applications should be submitted no later than 5pm on April 18, 2014 to Lisa Gallagher via email at lisag@binghamton.edu, or by campus mail:

   Lisa Gallagher
   c/o Mechanical Engineering Department
   ES Room 1315

   Hard copies or electronic scans are acceptable.

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 Watson Graduate Recruiting Committee will complete its review of applications by May 2, 2014. 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 between May 5 - 16, 2014. Power Point slides about the Watson School 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) chosen

Award:
1) All awards will be administered as reimbursements. Students must provide original receipts and complete a Watson 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 generate a contact list of attendees and potential students (name, email address and program of interest) from the host university for Watson School Dean’s Office 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 Binghamton.
5) For every student that enrolls at Binghamton, as a result of this effort, the Student Ambassador will receive a $50 gift card.
WATSON SCHOOL 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 __________________________ (dates)

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 Binghamton University, 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: ________________
Watson School Graduate Research Ambassador Award
Frequently Asked Questions

1. **What will I be expected to do at my alma mater?**
The expectation is that you will present one talk that covers: a) your research at Binghamton; and; b) the graduate programs in the Watson School. We encourage you to be creative and either take advantage of existing opportunities to meet with students, i.e. a grad fair or seminar, or create a venue unique to your visit to talk with students about the graduate programs in Watson.

2. **If selected, will I receive training to prepare for the visit?**
The Watson School Dean’s Office will provide you with clear presentation materials about the Watson School and graduate programs in the school prior to your presentation to the Watson Graduate Research Ambassador Award Selection Committee. At that time, you are encouraged to ask questions about any of the material that is not clear. You will not be expected to be “an expert” but should there be questions that potential students ask you and you don’t know the answer, obtain their contact info and let them know you will have someone get in touch with them.

3. **Is there a form required for the invitation from the host university?**
A scanned letter, on your host’s department letterhead is preferred. If this is not possible, an email with your host’s name, title and contact information is sufficient. It is important that your host describes the venue you are being invited to speak at. For example, “Dr. XYZ has invited doctoral student Mr./Ms. ABC to speak to his or her senior class in Acoustics (or Research Seminar Series) about Mr./Ms. ABC research on this date and approximately 35 students are expected to attend.”

4. **What is the maximum award amount and what expenses will be covered?**
The maximum award is $1,000 is intended to offset travel expenses not cover all of your potential expenses, such as flight, accommodations and food. A detailed budget is required and the utilization of other sources of funds is highly encouraged. This award will be paid as a reimbursement of expenses incurred and you must provide original receipts. There is no minimum award amount. For example, if your alma mater was Syracuse University, your travel expenses would be fairly minimal. In addition to offsetting travel costs and the experience of presenting your research in an academic arena, the other financial benefits of this Award include: a $50 gift card for every graduate student you recruit who enrolls in a Watson graduate program.

5. **How many students will be selected?**
Total available funding is $4,000 for 2014-15.