

Robert James Eidlitz Travel Fellowship

College of Architecture, Art, and Planning

Introduction

The College of Architecture, Art, and Planning announces the annual competition for the Robert James Eidlitz Travel Fellowships. Established by Sadie Boulton Eidlitz in 1938, these awards are intended to assist recipients in supplementing their professional education through travel study. Eidlitz funding may be used to defray expenses incurred in traveling, including air fare and other transportation costs, lodging, meals, immunizations, the cost of required travel documents including passports and visas, entrance fees to museums and other sites, travel insurance, and other expenses such as photographic film, maps, and photocopying. Awards may be used only to support recipients; *funds may not be used to pay expenses of spouses, partners, or other companions*. Funds must be claimed by recipients within fifteen months of award notification by submitting a completed award request form. Receipts are not required. Unclaimed funds are forfeited.

Funds awarded through the Eidlitz program generally do not fully underwrite the cost of a travel study project, but instead supplement funding from other sources such as departmental awards or personal funds. Therefore, amounts awarded will vary widely depending on the scope of the project proposed and the amount of support requested. You may request Eidlitz funding to support a discrete project or a portion of a more extensive program of travel study. Complete or partial funding may be awarded at the discretion of the committee. There is no set minimum or maximum amount that may be requested.

Submissions are reviewed and award decisions are made by a committee consisting of college faculty. Names of committee members cannot be released.

Eligibility and Reporting Requirements

Eligibility for the Eidlitz program is limited to graduating (fifth year) seniors in Architecture, currently enrolled graduate students in Architecture, Landscape Architecture, and History of Architecture and Urbanism, as well as alumni of these programs who graduated in one of the previous five academic years. For the current cycle of awards, proposals for travel study to be undertaken between June 1, 2014 and May 31, 2015 will be considered. Proposals may be submitted by groups as well as individuals, provided all members of the group meet the eligibility criteria.

All Eidlitz recipients are required to report on their activities within sixty days of the completion of their projects. This may take the form of an informal lecture, a selection of fully-identified 35mm slides or photo CDs (with images in TIFF format) that may be added to the college's Visual Resources Collection, a report in written or graphic form that may be placed in the Fine Arts Library, or another form of the recipient's choosing that best captures the completed project. All recipients will be required to sign appropriate forms granting the College of Architecture, Art, and Planning certain specific rights regarding the use of photographs, electronic images, or text materials resulting from their projects without additional payment.

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Application Cover Sheet

A completed Eidlitz application will consist of a cover sheet or sheets, an application form, and the required attachments. Please provide *all* requested information and be certain that every part of the application is completed. (For joint applications, a completed cover sheet must be included for *each* applicant. In addition, questions 1 and 2 on the Application Form must be answered by each applicant of a joint proposal.) *Incomplete or improperly completed applications will not be reviewed!*

Submit completed applications to: Eidlitz Committee
Department of Architecture
139 E. Sibley Hall
Cornell University
Ithaca, NY 14853.

The deadline for **receipt** of completed applications is **4:30 pm March 28, 2014**.

Applications will not be accepted after this deadline! Acknowledgement of receipt of applications will be made by email. No changes or amendments of any kind may be made to an application after it has been received.

Award decisions will be made no later than **May 15, 2014**. All applicants will be notified of the committee's decisions by mail shortly after that date. Please do not telephone or email to check on the status of your application.

Please type or *print* clearly and provide all information requested.

Full name: _____ Cornell I.D. number: _____

Department or field: _____ Major: _____

Cornell degree _____ Year received or expected: _____

Local address: _____

City/state/zip: _____

Permanent address: _____

City/state/zip: _____

Local telephone: _____ Permanent telephone: _____

Email address: _____ Citizenship: _____

Signature: _____ Date of application: _____

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Application Form

Please type or *print clearly* and provide requested information here and *not* in attachments.

1. What is your present position? (Use additional sheets for joint applications if needed.)
2. Please list all previous foreign travel with dates (use additional sheets for joint applications if needed):
3. Title of proposed project:
4. Inclusive dates of proposed study:
5. Summary description of proposed project:

6. Summary budget:

Transportation: \$_____

Lodging: \$_____

Meals: \$_____

All other: \$_____

Total request: \$_____

7. List source and amount of alternate or supplementary funds being sought (for other grants and awards include expected date of receipt):
8. If you are awarded partial funding, what is the minimum amount that would enable you to undertake your project?
\$_____
9. Have you previously applied for or won an Eidlitz fellowship? If so, give the year of application and amount applied for/received:

Robert James Eidlitz Travel Fellowship Required Attachments

The following sections must be typed on a separate sheet. Please be clear and concise and use the section headings and order provided below.

1. **Project Description:** Please provide a comprehensive description of your proposed travel study project. Discuss your objectives (which may be either broad or limited in scope) and your plans for study and documentation. Discuss your qualifications or personal interest in the proposed project. Please limit this section to *no more than four single-spaced pages using 12-point Times New Roman font*.
2. **Detailed Itinerary:** In this section, provide the details of your itinerary, including dates, locations, and academic study objectives for each point along the way.
3. **Professional Training:** Address specifically how the project being proposed supplements your academic or professional training.
4. **Budget:** In this section, please itemize anticipated expenses using the following categories: Transportation (include air fare, car rental and fuel, bus/train/cab fare, bicycle rental, etc.); Lodging; Immunizations; Travel Documents; Meals; Entrance Fees; Insurance; Incidentals; and Other. Please present all figures in U.S. dollars. Applicants are expected to select reasonably priced options for airfare and lodging. Please give careful consideration to the development of this section. (Note: Fellowships used to pay travel expenses are considered taxable income under the laws of the United States and other countries. *Applicants are encouraged to consider potential tax liability when developing project budgets.*)
5. **Partial Funding:** Please discuss in detail how partial funding might affect your proposed project.

Additional Attachments

6. **Supporting Documentation/Supplementary Materials:** Please provide any supporting documentation or supplemental materials that you feel are important to your application. This may include images, maps, references, or information regarding related studies; evidence of previous publications, design projects, or exhibitions; or anything else you feel makes your proposal stronger. **(Please limit the total number of images submitted to 10.)**

Submission Instructions

Please submit one copy of your completed application assembled as follows: cover sheet(s), application form with any additional sheets, and attachments. To facilitate processing of applications *please do not have your materials permanently bound*. They may be submitted in a report cover or stapled or securely clipped together.

If you have questions regarding the Eidlitz fellowship program in general or the application process, please contact Heidi Ingram Berrettini at (607) 255-5237 or heidi.ingram@cornell.edu.

Thank you, and good luck with your proposal!