

National Council of University Research Administrators



**Supporting travel for
underrepresented groups.**

NATIONAL
COUNCIL OF
UNIVERSITY
RESEARCH
ADMINISTRATORS

Established 1959

NCURA

THE CATHERINE CORE MINORITY TRAVEL AWARD

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Who is Catherine Core?

For many years, Catherine was an active and respected member of NCURA. She recognized that financial considerations frequently prevent minority research administrators from taking full advantage of the benefits of NCURA membership. Through her leadership, NCURA developed our minority travel award program. In 1998, the program was named to honor Catherine as the woman most responsible for its implementation.



The Award

This program supports travel to the NCURA annual meeting in Washington, D.C., for up to four individuals from underrepresented groups who would not otherwise be able to attend this conference. The awardees receive up to \$1,500 toward travel-related expenses (airfare, ground transportation, airport parking, lodging, meals not included in the meeting registration) associated with attending the Annual Meeting. Each awardee's institution/ organization is responsible for the Annual Meeting registration fee.

Eligible candidate must:

- Be engaged in the administration of sponsored programs for a minimum of one year;
- Represent one of the following minority classifications (African American, Hispanic, American Indian or Alaskan native, Asian or Pacific Islander);
- Never have attended an NCURA annual meeting;
- Agree to stay at the host hotel for the duration of the meeting; and
- Agree to submit a report on his/her annual meeting experience within thirty (30) days of the end of the meeting.

The Application Process

Applicants must provide a brief statement (no more than one page) describing what they hope to gain by attending the annual meeting. Applications also must include a letter of support from an official at their home institution describing the benefits to the applicant and the institution and why this trip would not otherwise be feasible.

Note the application and supplemental information will be used in the selection process.

The deadline for application packets, including all supplemental information, is **March 7, 2012**. Incomplete application packets will not be eligible for review. Please send the application form and all supporting materials electronically to catherinecore2012@ncura.edu.

Inquiries regarding this award may be sent to Myrta Stager, Manager of Volunteer and Regional Relations, at 281.412.6562 or stager@ncura.edu.



NCURA • 1015 18th Street, NW, Suite 901 • Washington, DC 20036
Phone: (202) 466-3894 • Fax: (202) 223-5573 • www.ncura.edu

NCURA Catherine Core Minority Travel Award 2012 Application Form

Date Submitted: _____

SECTION I:

Name _____

Institution _____

Position/Title _____

Business Address _____

Phone _____ Fax _____

E-mail _____

How long have you been engaged in the administration of sponsored projects? _____

What percentage of time do you spend administering sponsored projects? _____

How long have you been a member of NCURA? _____

SECTION II: Applicant's Certification

As an applicant to the Catherine Core Minority Travel Award program, I hereby certify that I:

- Am qualified to apply for this program
- Have never attended an NCURA national meeting
- Agree to make my own travel arrangements and to stay at the host hotel for the duration of the meeting
- Agree, if selected, to submit a report on my experiences at the national meeting within 30 days

SECTION III: Required Information Checklist

- Completed Application Form
- Applicant's brief statement of the anticipated benefits of attending the annual meeting
- Letter from applicant's home institution supporting the application, describing why the travel is not otherwise feasible and confirming that the institution/organization will support the Annual Meeting registration fee
- Send the application and all supporting materials electronically as one complete packet to catherinecore2012@ncura.edu by **March 7, 2012**. NOTE: Incomplete application packets are not eligible for review.

Applicant's signature: _____ Date: _____



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