Robert James Eidlitz Travel Fellowship

Introduction

The Department of Architecture in 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 printing and maps. 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 15 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 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 urban development 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, 2021 and May 31, 2022 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 60 days of the completion of their projects. You are required to report upon your project in a timely manner after completing your travel. This may take the form of an informal lecture, an exhibition and/or a report in written or graphic form (portfolio) that may be placed in the Fine Arts Library. You can create this report in any form/program that best captures your project, but the final output must be that of a PDF. The report should also include a corresponding selection of fully identified images in JPG/JPEG format that may be added to the **architecture department archive.**

The College of Architecture, Art, and Planning retains the right to convert analog images to digital form and to use all report materials in any way desired (including but not limited to posting digital images and text freely on the internet) without further compensation. Upon submission of your project report or images you must also complete and submit the enclosed Image Use Permission form. Recipients are responsible for all taxes on awards. Your signature below indicates acceptance of these terms.

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 numbers one and two on the Application Form must be answered by each applicant of a joint proposal**. *Incomplete or improperly completed applications will not be reviewed!* As staff is remote, please do not submit hard copies to the office. Digital submissions should be sent in PDF format to re255@cornell.edu

The deadline for **receipt** of completed applications is **4 p.m. EST Thursday, April 1, 2021.** *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, 2021**. 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_____   Cornell Net ID_____

Department or field: _____Major: _____

Cornell degree: _____Year received or expected:_____

Address:_____

City/state/zip: _____

Permanent address:_____

City/state/zip:_____

Cell Phone: _____   Home Phone (if different)_____

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:

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Required Attachments

The following sections must be word processed. 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 air fare 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 digital copy in PDF format of your completed application assembled as follows: cover sheet(s), application form with any additional sheets, and attachments.

If you have questions regarding the Eidlitz fellowship program in general or the application process, please contact Rebecca Elliott at re255@cornell.edu.

Thank you, and good luck with your proposal!

Cornell AAP
Architecture Art Planning

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I am at least 18 years of age and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release, and furthermore I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name: _____Date: _____

Address: _____

Signature: _____

Email: _____ Department Major:_____

Cornell affiliation (please check one):

☐ Student

☐ Staff

☐ Faculty

☐ Alumni

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Architecture Art Planning

Photo Information

Below, please give a title and brief description of each image submitted, including location of the subject. Use additional sheets of paper if necessary and please list images in the order in which they are presented on your report/portfolio/upload (or other media).

	Title	Brief Description	Location

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