

<b>Name:</b>	Sample Student		
<b>Site Name and Location:</b>	Chicago Review Press		
<b>Start Date (enter in MM/DD/YYYY below)</b>	<b>End Date (enter in MM/DD/YYYY below)</b>	<b>Business Days</b>	<b>Weeks</b>
6/2/2025	8/1/2025		

Internship Logistics and Specifics	Explanation and details	Total
How many hours per week have you agreed to work? If hours are fewer than 30 per week, be aware that the funding committee may prorate your requested funding.	Working full time (40/week)	40
How many days of this internship do you expect to work from home?	1 day working from home per week so about 9 total	9

If you are working on site the entirety of your internship, leave this line blank.

Transportation: IF TEMPORARILY RELOCATING	Explanation and details	Total
<b>To/From Destination Miles:</b> If you are temporarily relocating AND driving yourself for this experience, how many round trip miles will you travel to get to the site city and back?	Moving from home (Iowa City) to Chicago. Round trip is 220, so 440 total for moving there and then moving back	440
<b>Auto calculated</b> mileage (.67/mile)		
Flight/Bus/Train ticket/Rideshare		
Tolls (roundtrip)		\$ 20.40
Baggage fees		
<b>Total Relocation Transportation (auto calculated)</b>		

This section is for the cost of temporarily relocating to your internship location. Usually, this does not apply to block internships since students remain on campus.

Transportation: DURING YOUR EXPERIENCE	Explanation and details	Total
<b>Daily Local Miles:</b> If driving during your experience, how many round-trip miles will you drive per day between your lodging and the site?		
<b>Autocalculated</b> mileage (.67/mile)		
Parking	Free with my apartment rent	\$ -
Tolls		
Public Transportation (bus, train)	Getting a 30-day CTA pass (which is \$75) for the two months I'll be working	\$ 150.00
Other		
<b>Total Daily Transportation (auto calculated)</b>		
<b>Total Transportation</b>		

Daily Local Transportation refers to the daily costs you will incur to get from your lodging to your internship site on a daily basis. Only provide mileage if you are driving your personal vehicle to and from your internship each day.

Use one of the links below to find out where your internship city fits in the Cost of Living Calculators provided. The first is for domestic internships in the U.S., and the second is for internships in other countries. You'll notice that although Chicago is an urban area, it is considered average in the cost of living calculator compared to other U.S. cities.

Housing	Explanation and details (specify per month)	Total
<b>Housing Costs: Fill in ALL THREE cells</b>		
Rent per month (auto calculated based on dropdown selection)	Average cost of living (\$1300/month)	2600
Necessary Utilities (Include total cost for the duration of your experience)	Rent covers water, and estimating \$50/month for electricity for my studio apartment so \$100 total	\$ 100.00
<b>Number of months renting</b>		2
<b>Total Housing (auto calculated)</b>		
<b>Meals</b>		
<b>Meal Costs</b>		
Weekly meal costs (select choice in drop-down to the right)	Average cost of living (\$75/week)	\$ 642.86
Other		
<b>Total Meals (auto calculated)</b>		

**How to Determine Cost of Living:**  
[Cost of living in U.S. cities](#) [Cost of living in international cities](#)

90 and under = Low cost 1-3 = Low cost  
 90.1-110 = Average cost 4 = Average cost  
 110.1 and up = High cost 5-7 = High cost

Make sure to indicate how many months you will need to pay rent so that the sheet can automatically calculate the amount of funding you can receive for your housing based on your dropdown selection.

Ingenuity in Action funding DOES NOT cover meal costs if a student has a meal plan. If you will be participating in a block internship and moving off campus to do so, please fill out a meal plan refund form with the Business Office, and any meal costs not covered by that reimbursement may be included in your funding request.

Miscellaneous costs	Explanation and details	Total
<b>Total Miscellaneous (auto calculated)</b>		\$0.00

Professional clothes are NOT covered by Ingenuity in Action funding, but any uniforms, scrubs, etc. that are required but not covered by your internship site may be entered as a miscellaneous cost.

PELL funding if eligible	Description of funding source	Total
Other funding from Cornell sources (such as PELL Grant, departmental funding, etc.)	Pell Grant for \$1849	\$ 1,849.00
Other funding from outside Cornell sources		
<b>Total money received (auto calculated)</b>		\$1,849.00
<b>Total Costs Minus Income (auto calculated)</b>		\$1,959.06

This section is for any other funding you are receiving for this internship that comes from Cornell such as a summer PELL grant (which requires a student to be registered for 2 credits during the summer and meet financial need requirements) or a faculty member's research grant. Ingenuity in Action funding cannot fund paid internships, so if your internship pays a stipend, you are not eligible to receive internship funding. Outside scholarships may apply in special circumstances.

Tell us how much you are requesting (average amounts* listed below) Domestic: \$3,400; International: \$4,100 *In exceptional circumstances, a student may receive up to \$5000. Additional justification required. Keep in mind that any funding you receive now will hinder chances of receiving funding for future InAct experiences.		\$1,959.00
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This is where you tell us how much money you are requesting. Pay attention to maximums, but know that we would rather have your accurate expenses than what you think you'll be able to receive because your expenses exceed these amounts. It's OK to round up to the nearest dollar.