As a UM BRIDGES Trainee, you have the opportunity to apply for mini-grants and other funds* to support your research and training at the food-energy-water (FEW) nexus. There are three categories of supplemental BRIDGES funding: 1) research mini-grants; 2) internship travel; 3) travel for FEW-related conferences, meetings, trainings, or research. Funding is limited, and applications are competitive, but we will strive to provide supplemental funding to all trainees.

**FEW Research Mini-Grants**

**What:** Trainees may apply for up to a total paid out award, over the course of their UM BRIDGES tenure, of $1,000 for Master’s trainees and $2,000 for PhD trainees to support their research at the food-energy-water nexus. Costs must be shown to be research-related, not merely for standard educational requirements, although “research” is broadly defined. Eligible costs may include research-related supplies such as field gear, books, computer hardware or software, or research-related services such as lab analyses or transcription services. Travel expenses and registration costs are not eligible (see travel support options below). Monies may not be used for wages or salaries. Purchased supplies become the property of the awardee if paid in total by the mini-grant. If the mini-grant covers partial payment for a research-related item, it will be between the advisor and the trainee to determine final ownership of the purchased item(s).

**When:** Trainees may apply one time per semester, any time during their tenure, until paid-out awards have reached the total cap ($1,000/$2,000). Tenure includes years 1-2 or years 1-4 for Master’s and PhD students, respectively, beginning at the start of the BRIDGES traineeship. Applicants should allow 3 weeks for review. Only one request per trainee per semester will be reviewed regarding supply support.

**How:** Applicants should submit an electronic document via email to the Program Coordinator summarizing their planned purchase(s)/expense(s), not to exceed 1 page, that includes: 1) trainee name and 790 number; 2) name and description of item(s); 3) cost per item; 4) justification for each item, including explanation of costs and how item(s) forward(s) trainee’s food-energy-water nexus research; 5) total amount requested; 6) if the mini-grant covers only partial cost of an item(s), state the agreed-upon ownership of the item(s) at the end of the trainee’s tenure; 7) a summary of previous BRIDGES awards under this category (if any).

The Program Coordinator will review to ensure: 1) trainee is in good academic standing; 2) there are sufficient funds; 3) that the proposed cost is sufficiently relevant to research at the food-energy-water nexus. The Program Coordinator will inform the applicant whether request was approved or denied. Trainees that disagree with a denial from the Program Coordinator on the basis of insufficient justification that cost is research related may request further review by the BRIDGES Steering Committee. All approved costs will be reimbursed when itemized receipts are submitted to the Program Coordinator. Receipts must be submitted in a single packet, attached to a copy of the original request document. In some situations, the Program Coordinator may be able to arrange direct purchase and payment by BRIDGES (rather than by trainee with subsequent reimbursement); trainee should discuss this option if desired with Program Coordinator.

**FEW Internship Travel**

**What:** Master’s trainees may apply for up to $1,750 and PhD trainees may apply for up to $2,500 to support travel and costs related to their required internship. PhD trainees may request up to an additional $3,500 in funds for an internationally-based internship. Eligible costs include airfare (or other means of travel such as rental car or mileage reimbursement), parking, daily transportation costs, lodging/housing, and per-diem. Awards will be competitive and may not be the full requested amount depending on number of applicants and funds available. Monies may not be used for wages or salaries.

**When:** Trainees may apply once during their BRIDGES traineeship. Master’s students should complete their internship before end of their third semester. PhD students should complete their internship before the end of their third year.

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*Awarded monies may be considered taxable income. It is the awardee’s responsibility to understand tax implications of any award.
Applicants should allow 4 weeks for review and should submit at least 6 weeks prior to planned departure. Please read the Travel Notes at the bottom of this document.

**How:** Applicants should submit an electronic document via email to the Program Coordinator summarizing: 1) the name and location of the internship organization; 2) draft internship learning agreement (see internship guidelines document); 3) total estimated cost of internship travel and living expenses and budget justification; 4) amount requested from BRIDGES program.

The Program Coordinator will conduct an initial review to ensure: 1) trainee is in good academic standing; 2) there are sufficient funds; 3) that the proposed internship is FEW-related, viable, and appropriate planning is in process including approval by advisor. The Program Coordinator will then send eligible requests with an initial recommendation to the BRIDGES Director and Assistant Director for review. The Program Coordinator will inform the applicant whether request was approved or denied.

**FEW Research and Training Travel**

**What:** Master’s trainees are eligible to apply for up to $1,600, and PhD trainees are eligible for up to $3,200, for domestic travel, in total over the course of their BRIDGES tenure. All trainees may request up to an additional $2,500 over the course of their tenure for international travel for a conference, meeting, or workshop. PhD fellows may request up to an additional $3,000 for international research efforts over the course of their tenure. Eligible costs include airfare (or other means of travel including mileage), parking, daily transportation costs, lodging/housing, per-diem, meeting or workshop registration, and other miscellaneous travel expenses. Awards will be competitive and may not be the full requested amount depending on number of applicants and funds available. Monies may not be used for wages or salaries.

**When:** Trainees may apply one time per semester, any time during their tenure, until paid-out awards have reached the total cap ($1,600/$3,200 for domestic travel). Tenure includes years 1-2 or years 1-4 for Master’s and PhD students, respectively, beginning at the start of the BRIDGES traineeship. Applicants should allow 4 weeks for review and should submit at least 6 weeks prior to planned departure. Please read the Travel Notes at the bottom of this document. Only one request per trainee per semester will be reviewed regarding travel support.

**How:** Applicants should submit an electronic document via email to the Program Coordinator, not to exceed 1 page, that includes: 1) trainee name and 790 number; 2) the name and type of meeting/workshop including the url for further information or attach the informational flyer or a description of the research to be conducted; 3) the location of the training or research; 4) trainee’s goals for attending the meeting/workshop or conducting the research; 5) how the meeting/workshop or research supports building knowledge at the food-energy-water nexus; 6) total budget and budget justification; 7) amount requested of BRIDGES program; 8) summary of previous BRIDGES awards in this category (if any).

The Program Coordinator will conduct an initial review to ensure: 1) trainee is in good academic standing; 2) there are sufficient funds; 3) that the proposed travel is sufficiently relevant to the food-energy-water nexus. The Program Coordinator will then send eligible requests to the BRIDGES Steering Committee for review. The Program Coordinator will inform the applicant whether request was approved or denied.

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**Travel Notes**

For all travel arrangements, please coordinate with the BRIDGES Program Administrator, Teresa Clark. Approved airfare, lodging, and conference registration fees should be purchased by UM on a Procard by either your advisor or the Program Administrator when possible. If a Procard is not used, the student MUST request a travel advance using a RAT (Request for Authorization for Travel) form. This form can be found at [http://www.umt.edu/business-services/Employees/Services/Procurement/Forms/RATTER_16.xlsx](http://www.umt.edu/business-services/Employees/Services/Procurement/Forms/RATTER_16.xlsx). A RAT form must also be submitted if requesting a meal advance. The RAT should be provided to the Program Administrator at least 2 Thursdays prior to planned departure. After trip completion, a TER (Travel Expense Report) must be submitted within 30 days, and reimbursement can take up to 4 weeks. It is strongly suggested that trainees sign up for direct deposit [http://www.umt.edu/business-services/files/DirectDeposit.html](http://www.umt.edu/business-services/files/DirectDeposit.html). The Program Assistant can assist you in making travel arrangements, but you should be familiar with UM Travel Policies before planning your trip: [http://www.umt.edu/business-services/Employees/Services/Accounts%20Payable/Travel%20Guidelines%20and%20Procedures.php](http://www.umt.edu/business-services/Employees/Services/Accounts%20Payable/Travel%20Guidelines%20and%20Procedures.php). Note that there are specific requirements and authorizations required for international travel.