



# Procedures for Trainee Research and Travel Support

v.09.23.21

As a UM BRIDGES Trainee, you have the opportunity to apply for funds to support your research and training at the food-energy-water (FEW) nexus. There are three categories of supplemental BRIDGES funding, listed below. Funding is limited, and applications are competitive, but we will strive to provide supplemental funding to all trainees. **ALL FUNDING REQUESTS, FOR ALL CATEGORIES BELOW, MUST BE SUBMITTED BY APRIL 15, 2022. ALL FUNDS MUST BE SPENT BY JUNE 30, 2022.**

## FEW Research Supplies and Services

---

**What:** Trainees may apply for up to a total paid out award, over the course of their UM BRIDGES tenure, of \$1,500 for Master's trainees and \$3,000 for PhD trainees to purchase supplies that support their *research* at the food-energy-water nexus. Costs must be shown to be research-related, although "research" is broadly defined. Eligible costs may include research-related supplies such as field equipment (like GPS units), 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 living expenses. 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 (\$1,500/\$3,000). Tenure includes years 1-2 or years 1-4 for Master's and PhD students, respectively, beginning at the start of the BRIDGES traineeship. However, requests made toward the end of tenure are less likely to contribute to research and may be less likely to be approved. This is especially true for requests for new computers; computer purchases near ends of grants raise NSF audit flags, and this is precisely the type of request that is suitable for early during the traineeship tenure. Applicants should allow 2 weeks for review. Only one request per trainee per semester will be reviewed.

**How:** Applicants should submit an electronic document via email to Laurie Yung and Andrew Wilcox 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).

BRIDGES leadership 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 applicant will then be informed whether request was approved or denied. Trainees that disagree with a denial from the BRIDGES leadership (Laurie and Andrew) may request further review by the BRIDGES Steering Committee. All awards will require a receipt for purchased items, although payment advances may be made in some circumstances.

## FEW Internship Travel

---

**What:** MS trainees may apply for up to \$1,750 and PhD trainees may apply for up to \$2,500 to support travel 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, parking, daily transportation costs, lodging/housing, and per-diem. Supplies, and generally registration costs, are not eligible, unless they are directly necessary for successful completion of the internship and are not research supplies. To reiterate, research supplies will not be funded under this category. Monies may not be used for wages or salaries. Awards will be competitive and may not be for the full requested amount depending on number of applicants and funds available.

---

\*Awarded monies may be considered taxable income. It is the awardee's responsibility to understand tax implications of any award.

**When:** Trainees may apply once during their BRIDGES traineeship. MS students should complete their internship before end of their third semester. PhD students should complete their internship before the end of their third year. Applicants should allow 2 weeks for review and should submit *at least* 4 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 Laurie Yung and Andrew Wilcox summarizing: 1) the name and location of the internship organization; 2) draft internship learning agreement already reviewed by their advisor (unless final agreement already submitted and approved by BRIDGES leadership; see internship guidelines document); 3) total estimated cost of internship travel and living expenses and budget justification; 4) amount requested from BRIDGES. BRIDGES leadership will 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 applicant will then be informed whether request was approved or denied.

## FEW Research and Training Travel

---

**What:** MS 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 to *conduct research* in international locations 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, and other miscellaneous travel expenses. Meeting or workshop registration costs are also allowed in most instances. Monies may not be used for wages or salaries. Awards will be competitive and may not be for the full requested amount depending on number of applicants and funds available.

**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 2 weeks for review and should submit *at least* 4 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 Laurie Yung and Andrew Wilcox, 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) approximate dates of travel; 5) trainee's goals for attending the meeting/workshop or conducting the research; 6) how the meeting/workshop or research supports building knowledge at the food-energy-water nexus; 7) total budget and budget justification; 8) amount requested of BRIDGES program; 9) how remaining balance will be covered; 10) summary of previous BRIDGES awards in this category (if any).

The review process is similar to what is described above for research supplies and internships; the proposed travel must be sufficiently relevant to the food-energy-water nexus to merit approval.

### Travel Notes - IMPORTANT

Indy Singh, the Geosciences financial administrator, will assist BRIDGES with processing travel and reimbursements during the 2021-2022 academic year. You must coordinate with Indy ([indy.singh@mso.umt.edu](mailto:indy.singh@mso.umt.edu); please cc Laurie and Andrew), prior to travel. Approved airfare, lodging, and conference registration fees should be purchased by UM on a Procard by either your advisor, or your department's administrator; if neither of these is possible please contact Laurie Yung. ALL TRAVEL OUTSIDE OF THE STATE requires a completed RAT (Request for Authorization for Travel; [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)), and a copy of the RAT, signed by either your advisor or Laurie, MUST be sent to Indy. A RAT form must also be submitted if requesting any advance or for any reimbursement (i.e., any travel costs not paid in advance by UM). The RAT should be provided to Indy at least 2 weeks prior to planned departure. After trip completion, a TER (Travel Expense Report) must be submitted within 30 days to whomever is processing your reimbursement, with a copy to Indy, Laurie, and Andrew. *Failure to provide a TER within 60 days will result in forfeiture of your reimbursement.* 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>. 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>. There are specific requirements and authorizations required for international travel.

*Award of monies from BRIDGES does not guarantee full reimbursement as all reimbursements must follow UM travel policies.* Failure to coordinate and provide necessary documentation to BRIDGES leadership may result in your not being reimbursed. These are UM and NSF rules and we cannot make exceptions. Step-by-step travel guidelines can also be found on UM's Forestry website: <https://www.cfc.umt.edu/Files/graduate/FCFC-Travel-Guidelines.pdf>