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# Procedures for Trainee Research and Travel Support

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.

## 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 \$1,000 for Master's trainees and \$2,000 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 (\$1,000/\$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. However, requests made toward the end of tenure are less likely to contribute to research and may be less likely to be approved. Applicants should allow 3 weeks for review. Only one request per trainee per semester will be reviewed.

**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 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:** Master's 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. 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 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. 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 already reviewed by their advisor (unless final agreement already submitted and approved by Program Coordinator; see internship guidelines document);

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

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 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 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) 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 Program Coordinator will 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 inform the applicant whether request was approved or denied. Trainees that disagree with a denial from the Program Coordinator may request further review by the BRIDGES Steering Committee.

### Travel Notes - IMPORTANT

You must coordinate with the BRIDGES Program Assistant, Teresa Clark, prior to any travel. Approved airfare, lodging, and conference registration fees should be purchased by UM on a Procard by either your advisor, your department's administrator, or the Program Assistant when possible. ALL TRAVEL OUTSIDE OF THE STATE requires a completed RAT (Request for Authorization for Travel), and a copy of the RAT MUST be given to the Program Assistant regardless of who is processing your travel reimbursement. The RAT 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 any advance or for any reimbursement (i.e., any travel costs not paid in advance by UM). The RAT should be provided to the Program Assistant at least 2 Thursdays 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 the Program Assistant. *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>. The Program Assistant can assist you with 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>. 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 the Program Assistant 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>