

Department of Biology Student Meeting Grant Application

There are three sources of funding for presentations by students with a CSE major:

1. The **Office of Research & Graduate Studies** has Undergraduate and Graduate Student Presentation Grants available on a competitive basis. [Check the Office of Research and Graduate Studies website here](#) for details.
2. The **College of Science and Engineering** has Undergraduate and Graduate Student Meeting Grant awards available per fiscal year (July 1-June 30). [Click here for the application.](#)
3. The **Department of Biology** has funds available to both graduate and undergraduate students for presentation of their research or attendance at a professional meeting.
 - a. You must be a CSE biology major/graduate student and a current student at the time of application for reimbursement.
 - b. Graduate students are eligible for a maximum award of \$350 and undergraduates up to \$250 before graduation if presenting at a professional meeting. The maximum awards are \$100 for attendance at a professional meeting. If awarded the \$100 for attendance, this will come out of the \$350 or \$250 balance.
 - c. The Department of Biology will not provide support for conferences hosted in Mount Pleasant.
 - d. Costs eligible for reimbursement include transportation, meals, parking, lodging, and registration fees; all reimbursement claims are subject to CMU reimbursement policies.
 - e. If you have questions, contact the Department of Biology office, 989-774-3363.

To receive a Biology Student Meeting Grant for reimbursement of presentation/attendance costs, provide the following in one package *in addition to* the materials described above.

1. A completed application with your advisor's signature.
2. If you are graduate assistant of CMU, complete an Employee Reimbursement Voucher. If you are not graduate assistant of CMU, complete a Non-employee/student Reimbursement form. Both are available at <https://www.cmich.edu/colleges/cst/biology/Pages/Forms-for-Biology-Graduate-Students.aspx>. Contact the Graduate Program Administrator for assistance in locating and completing the appropriate form.
3. Sign the appropriate university reimbursement form and attach original receipts. Keep a copy of all receipts for your records.
4. Please submit everything to the Graduate Program Administrator.
5. Deliver everything in one package to the Department of Biology, BIOSCI 2100.
6. You will be contacted if there are questions. Expect reimbursement in 3-4 weeks.



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Please type the following information.

Applicant Name: _____ Student #: _____

Address: _____

Phone: _____ Email: _____ Dept: _____

Check one: Graduate Undergraduate

Conference Name (do not abbreviate): _____

Date(s): _____ Location (city, state): _____

Presentation title: _____

Type of presentation: _____

Offices contributing funding and amounts: _____

For research presentation grants:

1. The corresponding author will receive reimbursement, although students on a multi-author presentation may choose to split the award **AT THE TIME OF APPLICATION**. The corresponding author is the person who submits the proposal for the presentation and receives the approval; this is typically the person giving the presentation.
2. The student should submit an acceptance letter or e-mail addressed to you as corresponding author showing title of the presentation, and an abstract as submitted to the conference or as printed in the program.
3. International Travel Pre-Approval form is required if conference is international.

For conference attendance grants, provide proof of conference registration.

Complete one Employee Reimbursement Voucher for all expenses. Attach original receipts (keep a copy).

Sign and submit to your department for chairperson's signature. Forward this form, Employee Reimbursement Voucher or Non-Employee/Student Reimbursement Form, and all attachments to the Department of Biology, BIOSCI 2100. Biology will then forward this on to any other offices contributing funding.

Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____