



## **SAM PhD Program Graduate Student Presentation Grant 2009-2010**

The Science of Advanced Materials PhD program recognizes the importance of students presenting their research at professional meetings. SAM graduate students whose work has been accepted for presentation at national or international conferences are eligible to apply for a Presentation Grant of up to \$500 per year from the SAM program. The student must be the individual actually making the presentation to qualify for this grant.

Guidelines for this award are available online at the SAM website ([www.sam.cmich.edu](http://www.sam.cmich.edu)) or from the program coordinator. Students apply for funding using the Graduate Student Publication and Presentation Grant Application available at <http://www.grad.cmich.edu/forms.htm>. The application must be submitted before attending the conference. Students will submit the original application materials to the Graduate Studies office and a copy to the SAM program coordinator. To be eligible for the SAM grant, students must simultaneously apply for support to the Grad Studies and College of Science and Technology offices. The SAM funding is contingent on a sharing of costs across these offices and with the student's faculty advisor.

After attending the conference, students should submit their reimbursement request with attached receipts to the college and Grad Studies offices before forwarding the request to the SAM coordinator.

### Guidelines:

- An application including the following materials must be submitted before the presentation to the SAM program coordinator (this should be a copy of what has been submitted to the Grad Studies office):
  - Project title and abstract
  - Signature of advisor
  - Evidence that the work has been accepted to the conference (email or printed letter is sufficient; program booklet is also acceptable)
  - An estimate of required funding (e.g. airfare or mileage, parking, registration, lodging) and the amount requested from the SAM program. Meals and research related expenses are not eligible.
  
- After attending and presenting at the conference, the student should submit receipts to the college and Grad Studies offices with the appropriate forms (Employee Reimbursement Voucher form can be found online at: <http://www.controller.cmich.edu/downloads/forms.htm#Receivables>), with a note to return the reimbursement form to the program coordinator for the SAM award.