

College of Science & Technology Student Presentation Grant

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

1. **Department** funding may be available. Check with the department chair and request department funding first.
2. The **Office of Research & Sponsored Programs**, Foust 251, has Undergraduate and Graduate Student Presentation Grants available on a competitive basis. Check www.orsp.cmich.edu for application process and deadline dates.
3. The **College of Science & Technology Dean's Office** has funds available to both graduate and undergraduate students for presentation of their research.
 - a. Student must be a CST major and a student at the time of application for reimbursement.
 - b. Only the corresponding author, even in a multi-student presentation, will receive reimbursement. The corresponding author is the person who submits the proposal for the presentation and receives the approval; usually this is the person making the presentation. If the faculty member is the corresponding author, the student will not receive a presentation grant.
 - c. CST will only fund the initial presentation of research or scholarly results. You will not receive reimbursement if this research previously has been presented or published.
 - d. Applications are accepted on a rolling basis. The maximum award is \$300.
 - e. Request for reimbursement must be received in ET 200 within one month after the presentation.
 - f. Costs eligible for reimbursement include airfare, mileage, parking, lodging, and registration fees. Meals, tips, supplies, and other expenses will not be reimbursed.
 - g. There is no need to get pre-approval. If you have questions, contact College of Science & Technology Dean's office, 989-774-1870.

To receive a CST Student Presentation Grant for reimbursement of presentation costs, provide the following in one package.

1. Name, location, and date of the conference/meeting. Do not abbreviate.
2. Acceptance letter or e-mail addressed to you as corresponding author showing title of the presentation. Highlight your name and presentation title.
3. Abstract as submitted to the conference or as printed in the program. Highlight your name and title of the presentation.
4. If you are an employee of CMU, complete an Employee Reimbursement Voucher. If you are not an employee of CMU, complete an Invoice Voucher. Both are available at www.cmich.edu. Contact your department's office professional or Linda Perry, ET 200, 774-1870 for assistance in locating and completing the appropriate form.
5. Sign and attach original receipts. Keep a copy of all receipts.
6. Submit everything to your department for department funding if available and for the signature of the department chair.
7. Deliver everything in one package to College of Science & Technology, ET 200.
8. You will be contacted if there are questions. Expect reimbursement in 3-4 weeks.

**College of Science & Technology
Student Presentation Grant Application**

Type or print clearly.

Applicant Name: _____ Student Number: _____

Address: _____

Phone: _____ E-mail: _____ Dept: _____

Conference Name (please do not abbreviate): _____

Date(s): _____ Location: _____

Presentation title: _____

Type of presentation: _____

____ Attach evidence of acceptance and corresponding authorship.

____ Attach abstract. This can be a page from the program.

____ Check here certifying that this is the initial presentation of this research or scholarly work.

____ Complete Employee Reimbursement Voucher. Attach receipts (keep a copy). Sign and submit to your department for chair signature. Ask department secretary to forward this form, Employee Reimbursement Voucher, and all attachments to Dean, College of Science & Technology, ET 200.

Signature: _____ Date: _____