



## Request for MEES Student Enhancement Awards

Funded by IMET Faculty MEES Research Credit Tuition Return

*\*Please note that all funding requests are predicated on the availability of funding. Only complete applications with required backup documentation will be reviewed.\**

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

IMET Institution Affiliation:  UMB  UMBC  UMCES

IMET PI/Advisor: \_\_\_\_\_

Date Response Needed By: \_\_\_\_\_

### Section I: Type of Award Request

**Travel Expenses (attach event information (flyer, agenda etc.) and complete Section II)**

Amount Being Requested: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

**Publication/Page Costs for Student 1<sup>st</sup> Author Publications (attach itemized invoice and payment instructions)**

Amount Being Requested: \_\_\_\_\_

Title of Publication: \_\_\_\_\_

Publisher: \_\_\_\_\_

**Thesis/Defense Costs (non-food costs only) (attach itemized receipt and complete Section II)**

Amount Being Requested: \_\_\_\_\_

Description: \_\_\_\_\_

**Other (attach backup documentation for expenses, complete Section II)**

Amount Being Requested: \_\_\_\_\_

Description: \_\_\_\_\_

**Section II: Budget and Expenses**

**Travel Budgets**

Air/Rail: \_\_\_\_\_

Lodging (add 20% for local taxes): \_\_\_\_\_

Meals: \_\_\_\_\_

Car Rental: \_\_\_\_\_

Other Ground Transportation: \_\_\_\_\_

Registration fees: \_\_\_\_\_

Other travel expenses (Explain): \_\_\_\_\_

**All other Expenses**

Page Charges: \_\_\_\_\_

Thesis Printing Costs: \_\_\_\_\_

Other: \_\_\_\_\_

**Have you secured or applied for other funds to cover these expenses? \_\_\_ Yes \_\_\_ No**

**If Yes, please list:** \_\_\_\_\_

\_\_\_\_\_

**Section III: Justification**

Please explain how the funding of your request will enhance your graduate/Ph.D. education and research.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Application Checklist

\_\_\_ Completed Application

\_\_\_ Completed Budget

\_\_\_ All Required Attachments as listed on page 1

I hereby certify that the approve information in accurate and I have included all the required documents for review.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As PI/Advisor of this MEES student, I fully support this request.

\_\_\_\_\_  
PI/Advisor's Signature

\_\_\_\_\_  
Date

*To submit your application: Email your complete application and all backup documents as a single pdf to Jason Canham at [imetdirectoroffice@umces.edu](mailto:imetdirectoroffice@umces.edu). She will send your application to the review committee.*

<b>APPROVAL:</b>	
_____ MEES Environmental Molecular Biology and Biotechnology AOS Co-Chair	_____ Date
_____ MEES Environmental Molecular Biology and Biotechnology AOS Co-Chair	_____ Date
<b>FINAL APPROVAL:</b>	
_____ IMET Director	_____ Date