



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 1st 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.

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 the assistant to the director at imetdirectoroffice@umces.edu. We will send your application to the review committee.

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