

Usage of CBI funds and how to request pre-approval for funds

CBI Fund Usage

All CBI members are required to present at two national or international conferences each year (July 1st - June 30th). In addition, all CBI members are required to do hands-on cross training in someone else's laboratory – not just collaborate with someone, but actually learn the techniques. This cross-training mentor should not be someone in your own discipline, but rather, be in a complimentary discipline. The goal is to enhance your dissertation project, as well as to expand your skillset. As a result, the CBI funds *should be split between the conferences and your cross training/dissertation project expenses*. These funds should be split evenly, but there is some wiggle room should one conference cost much more than another. In addition, you should look for funding from your mentor, as they have agreed to support your CBI requirements and should be contributing to you presenting at meetings, as well as other funding sources such as travel awards, the GSA funds, and even awards from the conferences you are presenting at.

Pre-Approval for Funds

Funds must be pre-approved to use by your adviser and the CBI director. For UMBC chemistry students: to get pre-approval, you must e-mail the CBI director, your adviser, and cc Nicole Seabolt (nseabolt@umbc.edu). Your e-mail ***must*** contain an estimated breakdown of costs. *I.e.*, for cross-training, how much money is estimated on important key cross-training items/consumable/biologicals/instrumentation time *etc.* For travel, you must include estimates for registration, plane/train tickets, hotel, per diem, mileage *etc.* For non-chemistry or non-UMBC students, you must still e-mail and get approval from the CBI director and your adviser, but you should cc your home department's coordinator of travel and reimbursement.