

ADDITIONAL FUNDS APPLICATION: POLICIES & PROCEDURES

The CREST Center for Aquatic Chemistry & Environment (CACHÉ) at FIU will provide additional funds to CREST participants for research materials/supplies, software, travel, analyses at FIU Labs such as the CACHÉ Nutrient Analysis Lab, and other related expenses. Please read carefully all instructions below before submitting a request for additional funds. All new requests must include a detailed description, justification, budget layout, and list of matching funds. **Any request >\$750 MUST have matching funds. Travel requests are limited to \$500 per student per year, except for finishing PhD students and Post Docs. Recharge requests for analyses are limited to \$1,000 for pilot projects or preliminary data only. Supplies requests will be reviewed case-by-case.** If approved, all purchases must be made by an authorized staff member at the FIU Institute of Environment. Any purchase made prior to approval, or using a personal credit card, will not be reimbursed.

I. Eligibility Criteria

A. CREST Affiliation

1. Students must be registered full-time at FIU and officially affiliated with the CREST Center for Aquatic Chemistry & Environment to apply.
2. Other affiliated participants, i.e., Postdoctoral Researchers, may also apply.

B. Purpose and Use of purchases

1. All purchases must be related to CREST work and research.
2. Materials/Supplies must be stored in CREST-designated spaces while not actively in use. These rooms include CASE-158, OE-112, and/or AC1-331.
3. Software must be deemed useful to/for/by other students and faculty, and housed/installed on computers that reside in a CREST-designated space.
4. Travel: may include presenting CREST-related research at a conference, truck/boat reservations for field work, professional development, etc. If presenting a poster or talk, the participant's affiliation **MUST** include CREST CACHÉ along with all proper Acknowledgments from our website. Presenters must also submit their completed poster or presentation file to crestcache@fiu.edu before the date of conference/talk.

II. Request Procedures

- A. Before applying for CREST funding, students must first seek Matching Funds from other sources: Faculty Advisor, Department, College, UGS, Conference, etc.
- B. Requests to CREST >\$500 must include a justification page and budget layout.
- C. Please submit all applications/requests to crestcache@fiu.edu
- D. If requesting funds for travel, please also complete and submit a Travel Authorization Request (TAR) form to the Institute of Environment office **once CREST funding has been approved**. A link to the TAR can be found on the Institute of Environment or CREST CACHÉ websites. Send **one TAR per travel** to enviro-office@fiu.edu once the request is approved and before travel occurs.

CREST CACHe - ADDITIONAL FUNDS APPLICATION

Type of Request: Supplies Software Analyses and/or Field Work

Travel for: Presenting CREST-related research Professional development

Date: _____ "PID": _____

Name(s): _____

Email: _____ Phone: _____

Funding request: _____

Major Advisor: _____ CREST CACHe Research Group(s): _____
(1-Detection & Identification; 2-Fate & Transport; 3-Impacts & Visualization; Supplement, etc.)

Total Amount: \$ _____ Amount Requested from CREST: \$ _____

Matching Funds (include all sources, respective amounts, and current status - approved/denied):

Purpose and use: How will this purchase benefit the CREST CACHe project? Applications must include a detailed description and justification, with budget layout and matching funds.

I have reviewed and discussed this application with my Major Advisor, who approves. (If presenting) I am presenting CREST-related work and properly acknowledging CREST.

Please email this completed form to: crestcache@fiu.edu