EPS Discretionary Fund Summary of Policy and Procedures

The Discretionary Fund (DF) is used primarily to support research and educational activities for students in the UT Department of Earth and Planetary Sciences (EPS). This includes funds for graduate thesis work, undergraduate research projects, and travel for conferences and workshops. Funds are also provided for special needs (such as for non-course related student field trips).

Requests for DF money should be sent to the Chair of the Discretionary Fund Committee, Prof. Bradley Thomson (bthom@utk.edu). In the cases of travel to a professional meeting at which the student is presenting (sections 1 below), the DF Chair can approve the funds directly. All other requests are sent to the entire Committee for a vote. The Head of the Department also has the authority to award Discretionary Funds in accordance with the Departmental Bylaws.

Discretionary Funds application procedures:

1. Conference Travel
Any EPS graduate or undergraduate major student may apply for travel funds to present their research as a talk or poster at a conference (normally one trip per academic year). This can be done at any time by sending an email to the Chair of the DF with the following information.

- Name, location, and dates of the conference.
- Title, authors, and a copy of the abstract for the conference presentation.

Please carbon-copy (CC) your advisor on the request email to the DF Chair. The advisor will affirm by email that the advisor acknowledges and confirms the student’s travel support request. Students are awarded $200 for regional conferences (e.g., Southeast meeting of the Geological Society of America or SE GSA), $400 for national conferences (e.g., GSA or AGU Annual Meeting), or $500 for international conferences (e.g., a Penrose conference in the UK). The award is paid through a travel expense claim submitted to the departmental office staff (Angie Staley, astaley@utk.edu) and the student must observe all of the UT travel rules, including submitting a pre-trip “Travel Authorization Request” form. Normally, students will receive travel funds for one conference trip per academic year.

2. Workshop Travel
Any EPS graduate or undergraduate major student can apply for travel funds to participate in a workshop or advanced-training session, such as a software training course or geophysics short course. The application consists of an e-mail to the Chair of the DF with the following information:

- Name, dates, and location, and a short description of the workshop
- A discussion of the student’s reasons and goals in attending the workshop
- A short budget or list of expected expenses
- A statement of support from the advisor, including any necessary supplemental funding
- A list of other funding sources applied for and/or received
Requests for funding for workshop travel are normally reviewed by the full DF committee. Award amounts and payment procedures are the same as for conference travel.

3. Undergrad Conference Travel Awards
EPS undergraduate students (but not graduate students) can also apply for DF support to attend a professional conference, even if they are not presenting a talk or poster. The application forms are attached and are reviewed by the DF Committee and the Chair of the Undergrad Program Committee.

4. Undergrad Research Grants and Otto Kopp Research Awards
*Otto Kopp Research Awards* honor the memory of former EPS professor Otto Kopp and his dedication to undergraduate research. The Kopp awards recognize exceptional potential in research by an undergraduate student. Awardees will be determined by the Discretionary Fund committee based on nominations submitted by EPS faculty. To nominate a student, the faculty member should send an e-mail to the DF Chair with:

- An outline of the research the student will be engaged in during the upcoming academic year
- A description of the indications of exceptional potential
- Some indication of the student’s academic performance (e.g., unofficial transcripts, testimonials of performance in core classes)

Three awards, each with a $500 research stipend, will be given out each year.

*Undergraduate Research Grants* support undergraduate research within the department, with the goal of preparing students for a scientific career. Students awarded Undergraduate Research Grants will be expected to carry out research of publishable quality and present the results at a scientific conference and in appropriate publications. Proposals for these grants are submitted by a student-advisor team and must include the following:

- Proposed Research – one-half to one page, single space, description of the proposed work in as much detail as possible
- Budget – including amount requested (up to $450 per academic year), description and itemization of need, and advisor contribution
- Unofficial transcripts
- Letter of endorsement/recommendation from advisor

All materials should be e-mailed in a single packet to the Chair of the DF. The student-advisor team is required to submit a 1 page, single-spaced summary of research accomplished at the end of the academic year, also e-mailed to the Chair of the DF.

*Specific Research Expenses:* Undergrad students can also apply for funds to allay specific research costs (e.g., thin-sections, chemical analyses) by sending an email to the DF Chair. These requests should outline the goal of the research and the purpose of the funds. The student’s faculty supervisor must also send an email to the DF endorsing the request. The amounts of the
undergrad awards varies according to their need and are usually paid through departmental purchasing, rather than being paid directly to the student.

Students will not receive both the Kopp Research Award and the Undergraduate Research Grant in the same academic year, though they may apply/be nominated for each. Students may request discretionary funds to allay specific research costs even if they have received the Kopp Research Award or Undergraduate Research Grant, but the request must demonstrate why the Award/Grant could not cover the additional expense.

5. Other Requests
Requests other than those types listed above will also be considered by the DF Committee. However, if they do not directly involve supporting student research or education, the chances of success are slim.

Acknowledgement of Support
Discretionary Fund awards are possible only because of the generosity of EPS alumni, faculty, and friends who created the endowments that support this fund. In peer-reviewed publications that result from research supported by the DF, support from the EPS Discretionary Fund should be noted in the Acknowledgements section of the manuscript. Students are encouraged to consider DF awards as “loans” rather than “gifts.” Once you are actively employed after graduation, we hope that you’ll continue to support our EPS Department through annual giving, participation in departmental social activities, involvement in collaborations, hiring our students, etc.
Department of Earth & Planetary Sciences
Application for Undergraduate Conference/Workshop Travel Award

Submit to Discretionary Fund Chair (Brad Thomson: bthom@utk.edu)
Awards: $200 for local/regional meetings; $400 for national meetings; $500 for international meetings.

NOTE: this application is for EPS undergraduate students who are NOT presenting a research talk or poster at a conference or workshop. (Students presenting at conferences should contact the Discretionary Fund Chair with the information listed in the Policy & Procedures).

CONTACT INFORMATION (PLEASE PRINT OR TYPE)
Name __________________________________________________________
E-mail ____________________________ Phone __________________________

APPLICATION INFORMATION
Application Due Date September 30 February 28
Title of conference or workshop _______________________________________
Location & Dates ___________________________________________________
What are your goals in attending this conference or workshop? ____________________________

ACADEMIC INFORMATION
Cumulative GPA __________________ Expected graduation date______________________
***Submit an unofficial transcript along with this application.***

RESEARCH POTENTIAL AND PROFESSIONAL PROMISE (USE ADDITIONAL PAGES, AS NEEDED)
Please list any departmental or University awards received ____________________________
Please list previous undergraduate research or internships ____________________________

Please indicate area of interest for future research opportunities. __________________________

DEPARTMENTAL SERVICE
Have you participated in any of the following activities?

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<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Earth Science Day</td>
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<td>Department seminar series (attend)</td>
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<td>Department brown-bag seminars (attend)</td>
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<td>Department brown-bag seminars (presentation)</td>
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<td>Department student recruiting</td>
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<td>McClung Museum outreach</td>
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<td>Knoxville Gem and Mineral Society rock show</td>
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<td>Geoconquest</td>
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<td>Geoclub activities (field trips, spaghetti supper, etc.)</td>
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<td>Other (please describe)</td>
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