

**SUPPLEMENTARY SUPPORT OF INDIVIDUAL STUDENT TRAVEL TO  
PARTICIPATE IN PROFESSIONAL MEETINGS  
BROWN-McFARLAN FUND and FERM FUND**

Funds contributed by alumni provide the Brown-McFarlan and Ferm Funds in the Department of Earth and Environmental Sciences. One of the purposes of these funds is to encourage students to present papers or posters at professional meetings leading to peer-reviewed publications, or to participate in leadership of professional field trips. Individual students, who are actively participating (presenting a paper or poster at regional, national, or international meetings, or leading/co-leading a field trip), may apply for support of travel and meeting expenses.

1. Funds are limited, and in order to make appropriate support available to all eligible students, students who receive support from the Brown-McFarlan Fund or Ferm Fund are asked to be as fiscally conservative as possible and to seek other funds before using these departmental funds. The Brown-McFarlan Fund supports attendance at meetings to present the results of the student's original research on any geoscience topic. The Ferm Fund supports attendance at meetings to report the results of the student's original research or leadership in a professional field trip.
2. Graduate students should first apply to the UK Graduate School for support, and a statement indicating the amount requested from the Graduate School is required in the Departmental application. In addition, students should apply for any travel funds made available through the professional organization, which is hosting the meeting. In addition to travel funds, many organizations have jobs for student volunteers, who are compensated by reduced meeting fees. These additional potential sources of funding must be reported on the Departmental application.
3. The Brown-McFarlan and Ferm funds are intended to augment other sources of funding and will cover the balance of documented expenses that are not covered by the other sources. In other words, the objective is that a student will have all reasonable expenses covered. The department funds, however, are limited to a maximum of \$300 for regional conference or professional field trip, \$600 for a North American conference and \$800 for an international conference (and to distant and expensive U.S./North American destinations like Hawaii and Alaska) per student while actively engaged in the department. More than one conference funding is possible for presenting papers on sufficiently different topics with the likelihood of leading to separate peer-reviewed publications.
4. To conserve available funds, students are asked to make every effort to find the best rates for housing. Transportation may be either by ground or by air, whichever is least expensive and reasonable within the time frame. If travel is by air, the ticket purchase must go through the UK Travel office ([www.uky.edu/Travel](http://www.uky.edu/Travel); ask Pam Stephens for procedures) and must be at economy, advanced-payment rates (more than one month in advance). If travel is by car, the funds encumbered will be based on the estimated gasoline costs for the mileage. If more than one student is driving to the same meeting, sharing the ride is expected. Lodging allowance will be based on the University-set limits for the location of the meeting; however, lower-cost housing and room sharing are encouraged. Registration, as well as reasonable meal costs (\$15-25/day), will be allowed. All anticipated costs must be reported in the budget on the application form.
5. The application must include a copy of the abstract for the presentation, as well as an acceptance notice; or the application must include an indication of leadership of a field trip (guidebook cover page, title page of article, etc.). Multiple student co-authors of a single abstract may receive only partial funding.
6. An individual student may receive support for more than one meeting per year depending on the funding availability, but only if the research being presented is clearly new.
7. Applications must be submitted at least three weeks prior to the meeting, and funding decisions will be made quickly.

The amount of the grant represents an encumbrance of funds. Payment is in the form of a reimbursement after the trip upon the presentation of an expense form with receipts, except that airline tickets may be billed directly when purchased, using the University Procard. The expense form and receipts will be processed through the department office, and payment will be issued through UK accounts payable. Funds awarded through this program are for a specific meeting, and any un-spent balance will be returned to the fund to be made available to another student.

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A department van may be taken to a meeting or field trip if several students wish to attend the same event, if an accompanying faculty member is available to go with the van.