

GLEON Student Site Exchange Program

This document briefly describes background information about the GLEON site exchange program and provides information on how to properly apply for a site exchange.

Statement of Purpose: The GLEON Student Site Exchange Fellowship Program is a cross-site collaborative effort to share knowledge and experience that cannot be found locally across the GLEON network. This program is a direct outreach activity of the GLEON RCN grant (DBI-0639229) and aims to fund graduate students (M.S. and Ph.D.) in GLEON to visit other GLEON sites (national and international) to gain local expertise for their research and training needs in accordance with GLEON directives.

Application Procedure: By the application deadline, the student applicant will be expected to fill out and submit the following parts of a complete application:

- 1) Application Form [Form 1]
- 2) Request for Funds [Form 2]
- 3) Agreement Form (to be completed in collaboration with their proposed host) [Form 3]
- 4) Two completed recommendation letters, one of which must be completed by your Dissertation major advisor and the other by your proposed research host.
- 5) Current CV, which lists student's publications, presentations, honors, colleges/universities attended, and degrees achieved.

Items 1-3 above can be found on the GLEON website. Items 4 and 5 must be emailed to Marilyn Larsen at mlarsen2@wisc.edu by the application deadline.

In addition, it will be expected that students applying for a GLEON Student Site Exchange Fellowship Program will be GLEON members. (To apply for GLEON membership, visit the GLEON website: <http://www.gleonrcn.org/index.php?pr=Membership>.)

Students will be expected to complete their site exchange travel within one year of their application approval.

Funding: Students applying to the program are expected to produce a detailed estimate of expenses for travel and incidental costs [Form 2]. The expense estimate provided by the student applicant represents the maximum requested funding amount for the individual GLEON site visit, and the committee reserves the right to offer partial funding to the applicant by way of reducing covered costs on all incidental items (with the exception of major travel costs). **The typical Site Exchange Fellowship award given will be \$1500 USD.** *The GLEON RCN does not fund research.* Any form of personal research performed at the GLEON site will not be in any way funded by the GLEON RCN program, and students are expected to arrange lab and field supplies on their own. To reduce financial burden on students, GLEON will purchase for the student when appropriate (e.g., air fare) and reimburse other appropriate expenses in a timely manner. The student is required to maintain all receipts for any of these covered cost items, and the reimbursement will be limited to either the sum of receipts, or the remainder of the funding amount; whichever amount is less.

Application review: Applications will be reviewed by the GLEON Student Association Chair and Co-chair, as well as a panel of reviewers from the GLEON RCN Steering Committee. Funding for student travel and lodging will be provided on a case-by-case basis to applicants who have provided the most compelling application. The final funding decision is to be made based on the amount of funding currently available, the competition for site visits during the funding period, the justification of need provided by the student, and the relevance of the site exchange to GLEON directives (e.g., if a proposed site exchange corresponds to a GLEON working group project, etc. it may be favored for funding). The number of funded applicants during each funding cycle will be a decision reserved to the discretion of the GLEON RCN Steering Committee.

Potential Site Exchange Hosts: A database of scientists that would be interested in potentially hosting students with their institutional affiliation and areas of research interest is available online on the GLEON website at: www.gleon.org/media/GLEON_Exchange_Sites.pdf.

Award expectations: Students will be notified if they have received an award within six weeks of the application deadline. Students receiving a fellowship will remain in contact with GLEON as the fellowship recipient coordinates and prepares for his/her exchange. It is also expected that the student will acknowledge the GLEON RCN grant in any publications or presentations that result from the exchange. In addition, the student will be expected to submit a short report to GLEON that details their site exchange activities and experiences after their exchange is completed and present their findings at a GLEON workshop or meeting [examples of reports can be found on the GLEON student webpage]. The report and/or presentation will be displayed on the GLEON website.

Visa issues: Due to the international nature of GLEON and its members, applicants must procure all necessary visas. GLEON can provide letters of support.

Liability: Students receiving fellowships are responsible for ensuring that they have medical coverage at their host institution. GLEON assumes no responsibility or liability for student actions during the site exchange.