MEMO TO:    CBI TP Faculty
FROM:       John Montgomery, Program Director
DATE:       May 2, 2013

RE:          CALL FOR NOMINATIONS - Due June 10, 2013

1) Student support: The CBI TP is pleased to announce that it will support five new trainees during the 2013-2014 academic year. This includes partial tuition and stipend support beginning September 1, 2013. Please consider nominating an outstanding student from your group. As a reminder, the grant is currently up for renewal. While we hope to have continuous funding, the second year of support for the 2013 entering trainees is not guaranteed, and the obligation for funding the trainee for 2014-15 will be the responsibility of the PI and the student's home department if there is a gap in funding.

2) Nomination process: Please send your nomination to CBI TP Program Coordinator – Erik Benson (esbenson@umich.edu). As a reminder, the only students eligible for appointment to the training grant are those who are working in the laboratory of a CBI faculty member or of a faculty member being considered for inclusion within the training program. Please send your nominating letter no later than June 10, 2013. Application instructions are provided at the end of this memo. Other details can be found at http://www.umich.edu/~michchem/cbi/index.html. We hope to have the selection committee interview applicants by the end of June. The Program Committee will then make a final selection in July. Priority in selection will be given to students entering their second or third year of graduate school. In selecting students, the Program Committee attempts to maintain a balanced representation of the various disciplines, schools, and departments.

3) Sabbatical: One of the requirements of the CBI TP is for all students in the Program to complete a sabbatical in a research area or location that is distinct from their PhD research. All students supported by CBI TP must participate in this 10-week sabbatical. It may occur in either an academic or industrial setting. Although the sabbatical is not required to be outside of the University of Michigan, such sabbatical proposals are looked upon highly favorably. The applicant’s advisor should indicate a willingness to arrange the sabbatical during the first year of the program, and must comment on a preliminary sabbatical plan as part of the application package. A second year of support for student after the first year in the program will be contingent on the good standing in the home Ph.D. program and appropriate progression within core requirements of the CBI TP. It is not required that the student sabbatical be completed by the end of the first year of support; however, students are encouraged to submit a sabbatical proposal to the program committee during the period of training grant support. Examples of successful sabbaticals can be provided for guidance in designing the experience.

4) Thesis committees: Students in the Program must have at least one CBI TP faculty member in addition to their thesis advisor on their dissertation committees.

5) Course requirements: Students must take the program’s core course, Chem. 548 New Frontiers at the Chemistry/Biology Interface, which is offered every Fall & Winter term, Chem/Biol. 501/502, as well as a course in Research Responsibility and Ethics that is approved by the program committee.
6) Monthly student meetings: Students are required to attend the monthly “Chalk Talk” meetings. At these Training Grant sponsored lunches, students have an opportunity to present their research and learn about research in laboratories outside their area of immediate interest.

7) CBI Symposium: Students must participate in the annual CBI TP Symposium either by presenting their work as an oral presentation or in poster format. They must also attend all of the lectures presented at this yearly symposium.

8) Certificate program: The Rackham Graduate School awards a Certificate in Chemistry/Biology to trainees upon completion of their Ph.D., providing they fulfill the requirements of their department, Rackham Graduate School, and the CBI TP.

9) Faculty responsibilities: In addition to making sure that students supported by CBI TP fulfill their obligations, mentors with students supported by CBI TP are expected to participate in Program administration and events, including attending the Annual Spring Symposium.

10) As a general rule, students previously supported on another UM Training Program will not be considered for appointment to the CBI TP.

CBI TP Application Deadline: Nominations are due June 10, 2013 for an appointment beginning September 1, 2013.

Please note: It is the responsibility of the research mentor to pay any cost differentials for student stipend or tuition support, beyond what Rackham and your college have agreed to cover.
Faculty Guidelines for Student Appointment to CBI TP
Appointment Process:

To apply to the program, students should send submit information below as a single pdf file by June 10, 2013. Applications should be sent electronically to:

Erik Benson <esbenson>
and
John Montgomery <jmontg@umich.edu>

The faculty requirements for a trainee candidate nomination packet are as follows:

- Cover sheet (next page)
- A Nomination Letter, signed by the mentor, explaining why the nominee would be a good fit into the CBI Training Program, and discussing the relationship of the proposed thesis project to the Chemistry Biology Interface. You should indicate a willingness to arrange the sabbatical during the first year of the program, and must comment on a preliminary sabbatical plan as part of the application package, and could suggest possible training sites that would be appropriate (enumeration of suggested sites is optional).
- A letter from the nominee requesting to be considered for the training program. The nominee should include his/her statement of interest, written and signed by the prospective trainee, describing why the student wants to be on the CBI TP. The candidate should indicate that they are willing to participate in the CBI specific courses and events, and that he/she satisfies the citizenship requirement. The nominee should also explain how their thesis project fits into the CBI program.
- A copy of the student’s original application package to Rackham Graduate School.
- Candidates Undergraduate and Graduate transcripts and GRE scores (if available).
- One letter of recommendation (preferably by a CBI TP Faculty member)
- The nominee’s Curriculum Vitae (C.V.).
- The nominee’s Laboratory Rotation Evaluation Report (if applicable)
- Any additional information you feel may be pertinent to the selection committee
CBI Training Program Student Trainee Nomination Application Coversheet

STUDENT NAME: ____________________________________________________________

[ ] Nominating Letter

   Faculty Name: __________________________________________________________

[ ] Letter from the Nominee requesting consideration to the CBI Training Program

[ ] Copy of Nominee’s original application to Rackham Graduate School

[ ] Letter of Recommendation

[ ] Nominee’s Curriculum Vitae (C.V.)

[ ] Laboratory Rotation Evaluation Report (if applicable)

[ ] Faculty Mentor and Applicant Comment on Sabbatical Plans/Concept

[ ] Any Additional Pertinent Information

[ ] Please answer the following questions:

   Have you been supported by another training grant while at UM? If so, please name.

   Have you received other fellowships? If so, please indicate.