MEMO TO: CBI TP Faculty
FROM: John Montgomery, Program Director
DATE: June 9, 2016

RE: CALL FOR NOMINATIONS - Due June 24, 2016

1) Student support: The CBI TP is pleased to announce that it will support three new trainees during the 2016-2017 academic year. This includes partial tuition and stipend support beginning September 1, 2016. Please consider nominating an outstanding student from your group. The appointment may be renewed for a second year, and the precise duration of the second year of support will be determined at a later time as the program committee is still discussing how to best utilize our available funds.

2) Nomination process: Please send your nomination to CBI TP PI – John Montgomery (jmontg@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. Please send your nominating letter no later than June 24, 2016. Application instructions are provided at the end of this memo. Other details can be found at http://sites.lsa.umich.edu/cbi/. We hope to have the selection committee interview applicants around the beginning of July. 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) **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.

9) As a general rule, students previously supported on another UM Training Program or who will receive other support through a GSI position or fellowship in the 2016-17 academic year will not be considered for appointment to the CBI TP. Any such conflicts must be discussed with the CBI program director at the time of application.

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CBI TP Application Deadline: Nominations are due **June 24, 2016 for an appointment beginning September 1, 2016**.

*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 submit information below as a single pdf file by
June 24, 2016. Applications should be sent electronically to:

April Harris <aprileh@umich.edu>
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.
- Candidate’s Undergraduate and Graduate transcripts.
- One letter of recommendation (preferably by a CBI TP Faculty member, must be different than
  the nomination letter from the mentor)
- 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 (please attach as page 1 of the application pdf)

STUDENT NAME: ____________________________________________

[ ] Nominating Letter from the mentor, including commentary on the preliminary sabbatical plan

   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 from a faculty other than the mentor who submits the nomination

[ ] Nominee’s Curriculum Vitae (C.V.)

[ ] Laboratory Rotation Evaluation Report (if applicable)

[ ] Any Additional Pertinent Information

[ ] Please answer the following questions:

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

   Do you have commitments to another funding mechanism (i.e. GSI position or fellowship) that will be active during the 2016-17 academic year? If so, please list and explain.