

CREST CACHÉ ADDITIONAL FUNDS: POLICIES & PROCEDURES

The CREST Center for Aquatic Chemistry & Environment (CACHÉ) will provide additional funds to CREST participants for supplies, software, travel, and other related expenses, in amounts of up to \$500 per individual. For any single purchases totaling more than \$500, participants may combine available funds, with approval from the CREST CACHÉ Co-Leads and/or Associate Directors.

I. Criteria

A. CREST support

1. Students must be registered full-time and affiliated with the CREST Center for Aquatic Chemistry & Environment during their program at FIU.
2. Other CREST participants (Postdocs, etc.) may also apply.

B. Purpose and use of purchases

1. Software: must be related to CREST work, deemed useful to/for/by other students and faculty, and housed/installed on computers that reside in CREST-designated space.
2. Supplies: must apply to CREST work and be approved by Co-Leads.
3. Travel: must be CREST-related (presenting research at a conference, supporting travel to research sites, professional development, etc.).
If presenting a poster or talk, the participant's affiliation should include their department and CREST CACHÉ, along with proper CREST Acknowledgments at the end. Presenters must also submit their poster or presentation to crestcache@fiu.edu *before* the date of conference, talk, etc.

II. Procedures

- A. Before applying for additional CREST funding, students must first seek matching funds from other sources: Faculty Advisor, Department, College, Conference, etc.
- B. If requesting travel-related expenses, please also complete and submit a Travel Authorization Request (TAR) form. A link to the TAR form can be found on the Resources page of the crestcache.fiu.edu website, under Frequently-Requested Documents. TARs must be submitted via the sercoffice@fiu.edu once the request is approved and before travel occurs.
- C. For all other purchases, please complete the Application for Additional Funds, also found on the CREST CACHÉ Resources webpage.
- D. Applications must be approved (electronic approval is acceptable - no signatures needed) by the Subproject Co-Leads and the PI/Director or an Associate Director.
- E. Please submit all items to crestcacheoffice@fiu.edu

