

BYRNE SCHOLARS

Funding request

To request the use of your **Byrne Scholar** funds, please submit the form in pages 3-4 via email to the Byrne Advisor Sergi Elizalde, with a CC to the Department Administrator Tracy Moloney.

Sergi Elizalde Sergi.Elizalde@dartmouth.edu

Tracy F. Moloney Tracy.F.Moloney@Dartmouth.edu

Typical uses of Byrne funds

Each Byrne scholar can use enrichment funds of up to \$5,000 per year, up to a total of \$15,000 for each scholar. Funds can be requested for a variety of mathematics-related activities:

- participation in internships, REUs, and similar training opportunities outside of Dartmouth
- travel to conferences or workshops
- books or software for research projects

Even though funds are primarily meant to support off-campus activities, it is possible to apply for funds to support research on campus during an off-term. In this case, we require a letter of support from a local research mentor/sponsor outlining the project the scholar intends to pursue. Byrne funds may be used to cover Dartmouth's housing and dining plans in an off-term, but they can't be used for stipends.

The website <https://math.dartmouth.edu/wp/byrne/> provides examples of how Byrne scholars have used funds in the past.

In addition to individual Byrne Scholar enrichment funds, the department uses programmatic Byrne funds to provide infrastructure to support Byrne Scholar activities on campus, such as sponsored speakers, Byrne Scholar gatherings, and the use of Kemeny 121 as the Byrne Scholar common area. Suggestions for other such activities are welcome, and they do not require this application form.

Reimbursement process

Budgetary expenditures are typically reimbursed after the scholar returns to campus and submits all the proper receipts to Tracy Moloney (Kemeny 104C).

Scholars can arrange to have some items paid in advance of the activity as described below, but funds will not be issued directly to Byrne Scholars:

- Non-travel items may be purchased with a department purchasing card.
- Conference registration fees may be paid with a department purchasing card.
- Airfare can be booked directly through the college travel office (Travel Leaders), in which case Tracy Moloney will need to notify them first with the billing information.

All other travel expenses, such as lodging, ground transportation and meals, will be paid by the Scholar and submitted for reimbursement afterwards.

Please **do not incur in any expenditures before your application has been approved.** The Byrne Advisors may request additional information before deciding on your application.

Post-activity report

Upon completion of the activity, the Scholar will submit a short (1-2 paragraph) description of the experience to the Byrne Advisor. These summaries are public, may be posted on the Byrne Scholar website, and are meant to give future scholars a sense of what others have accomplished with their enrichment funds. **Further funding for the Byrne Scholar is contingent on submitting this summary.**

Request for Byrne Scholar Funds

Name:

Dartmouth ID:

Date:

HB:

Home mailing address:

Description and dates of the activity:

If the activity involves collaborating with an individual or group, a short letter of support from the collaborator or mentor is required, outlining the project that the Scholar intends to pursue. The letter can be attached to this form or emailed to the Byrne Advisors directly by the collaborator or mentor.

Proposed budget

Non-travel expenses

Total for non-travel expenses: \$

Travel expenses

Airfare:

Lodging:

Registration Fees:

Dartmouth Coach:

Other transportation:

Meals:

Misc:

Total for travel expenses: \$

All receipts must show a form of payment. Meal receipts must include the detailed transaction slip as well as the receipt page when applicable.