



MRS University Chapter Handbook

5/31/2024

University Chapters Program
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MRS University Chapter Handbook

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Frequently Asked Questions about MRS University Chapters

Why would I want to start or join a University Chapter?

The reasons for an MRS University Chapter are many and varied ... Because other organizations you've encountered may have too narrow a focus (just chemistry, physics, or engineering, etc.), because material R&D is your profession, or because you see a need for an organization on your campus that emphasizes MRS' commitment to interdisciplinary collaboration.

How do I start a University Chapter?

It's easy! As a recent change to the MRS University Chapters policy MRS does not require that students be current MRS Members in order to petition to form a chapter. You must, however, have two faculty advisors that are current MRS Regular Members and one must be tenured. Please review the Policy (page 4) for further details. Students and Faculty can complete and sign the Petition to Organize an MRS University Chapter and send it to MRS. Your petition will be validated and sent to MRS Board for a vote on recognition for your organization. It is usually a formality at that point.

What are the benefits?

MRS University Chapters are entitled to many benefits if they meet the requirements of an active chapter as per the details in the policy, including: travel support for student members to attend MRS Spring and Fall Meetings; chapter rebates; distinguished speaker support; special project grants and more. The social aspect of becoming an official MRS University Chapter and networking with other students and members at the MRS Meetings are also great benefits to students in the materials community.

How do I qualify for travel reimbursements to MRS Meetings?

According to MRS guidelines, the Chapter president must review and sign the student's reimbursement form. Chapters are eligible for \$500 per year, which may be split between the Spring and Fall Meetings, and which may be allocated to just one or to more than one student member of the Chapter. Only active chapters will be eligible to receive chapter benefits – see policy for details. A chapter must submit the Financial and Activity Report (due April 1) on-time to receive the reimbursement.

How does the Chapter rebate program work?

A Chapter roster and rebate form must be submitted along with your annual activity report (due by May 15 of each year). The Chapter will receive a \$10 rebate for each student who is also a current member of The Materials Research Society. So, the more student members you enroll in MRS— the more money for your Chapter! Again, only "Active" chapters may submit for a rebate and must maintain, at a minimum, 8 students and 2 faculty that are current MRS Members.

What are the financial requirements?

MRS University Chapters handle their own finances in accordance with their host academic institution. MRS does not control the finances or operations of University Chapters and all contributions from MRS are considered grants to be used by the University Chapters.

How can I find out about other MRS members in my area?

The MRS Online Membership Directory is a professional networking service available exclusively to our members. It provides a quick and easy way for you to search for colleagues by name, institution or geographical location. Or contact MRS Headquarters and we can generate a list of members in your area.

How can we get more people interested in our activities?

Ask your fellow Chapter representatives! If something worked for them, it will probably work for you as well. They can be a great source of both inspiration and information. The most important thing, however, is to stay focused on projects that are educationally and professionally meaningful for YOU! If you're enthusiastic, it will rub off.

How can we recruit volunteers, and share the workload of the Chapter?

Ask! Most members will say "yes" when asked to perform a clearly specified task within a definite period of time, if the person doing the asking is someone they respect. You might also want to consult with members of other Chapters. Some of our Chapters have developed a pretty effective way of handing along the baton of leadership. And, of course, if we come across new ideas and leadership programs, MRS staff will pass them along to you.

We are a very small school and we probably don't have enough people to fill out a petition. What can I do? The University Chapter program recently approved "Multi-University Chapters." In this case, universities that wish to join as a multi-university chapter must be in close proximity to enable in-person meetings of chapter members. Each of the participating universities must have a faculty member involved. One of the universities must be designated to communicate with MRS and take responsibility for handling all financial tasks.

What is a Joint Chapter, and can our chapter be associated with both MRS and another organization? University Chapters are defined as student-based organizations independently formed, operated and incorporated at an academic institution. As an independent organization, the local University Chapter retains the sole responsibility to decide which society or societies that it will petition for recognition. MRS does not seek sole recognition, so a University Chapter is free to petition MRS along with other organizations of its choosing.

A "Joint Chapter" is one that has been recognized by MRS and another organization, where the two organizations have a previously agreed upon arrangement. Such agreements currently exist for:

- MRS-Sociedad Mexicana de Materiales (SMM) (Mexico)
- E-MRS (Europe)





MATERIALS RESEARCH SOCIETY

Advancing materials. Improving the quality of life.

5.5.1: MRS University Chapters Policy

Purpose: This policy sets forth the criteria for establishing university chapters and the structure and responsibilities of each chapter

Applies to: MRS student members and academic advisors

University Chapters of the Materials Research Society

- A. Establishment of a University Chapter shall be authorized by the Board of Directors. Petitions requesting the organization of a University Chapter shall be addressed to the Board of Directors and shall be signed by at least eight students and by two Regular MRS Members who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated. In case of multi-university chapters, universities must be in close proximity to enable in-person meetings of chapter members. Each of the participating universities must have a Faculty Member involved. One of the universities must be designated to communicate with MRS and take responsibility for handling all financial tasks.
- B. University Chapters may be affiliated with other materials professional societies.
- C. Any student attending the academic institution may become a University Chapter Member upon payment of University Chapter dues.
- D. The officers of the University Chapter shall include a president, vice president, secretary, and treasurer. The offices of secretary and treasurer may be combined and held by one person. In the case of multi-university chapters, Chapter officers must represent all participating institutions.
- E. The University Chapter executive committee shall consist of the officers of the University Chapter.
- F. The University Chapter executive committee shall manage the affairs of the University Chapter; pass upon and authorize the annual budget controlling expenditures; pass upon the eligibility of applicants for membership; fill all vacancies; approve all appointments; and consider and dispose of all matters referred to it by the University Chapter. Any duties not otherwise specifically mentioned which tend to better the welfare of the University Chapter may be assumed by the University Chapter executive committee, insofar as they are consistent with the objectives of the Society.
- G. By April 1 of each year, the University Chapter shall submit to the Society a brief financial

statement including total revenues and expenditures for the prior calendar year, and the current balance, and the Annual Activity Report; a summary of University Chapter activities for the previous academic year (June 1 through April 1) including the number of meetings held, a list of newly elected officers, the number of current Chapter Members, and a notice of significant meetings for the current academic year.

- H. The University Chapter shall not incur indebtedness on behalf of the Society without the prior approval of the Board of Directors.
- I. A University Chapter will be approved as a chapter in the program indefinitely. To be considered active, a chapter must have submitted their chapter's yearly reports (Financial and Activity Reports) by the published deadlines and must have as Chapter members at least eight students (no MRS membership requirement) and two current Regular MRS Members (faculty advisors) for a period of 12 months. However, only active chapters with a minimum of eight MRS Student Members and two current Regular MRS Members are eligible to receive monies from MRS and the Materials Research Foundation.

If the annual Financial and Activity reports are not received by MRS, the chapter will be placed on inactive status until the forms are received, and no benefits can be received for activities during the inactive period.

- J. No action or obligation of the University Chapter shall be considered an action or obligation of the Society. A statement to this effect shall be imprinted in any contractual or financial agreement entered into by a University Chapter.
- K. The Society reserves the right to dissolve a University Chapter at any time if, in the judgment of the Board of Directors, such action is in the best interests of the Society.

Policy first adopted: May 23, 1973 – Constitution/Bylaws

Last modified: Mar 2018

Petition to Organize a MRS University Chapter

Submit the completed and signed Petition via email to:

Lorri A. Smiley, HQ Liaison, MRS University Chapters Program

E-mail: chapters@mrs.org

1. Statement of Petition

The undersigned members of MRS hereby petition recognition for the organization as a MRS University Chapter at:

Institution Name:	Date:
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2. Initial Membership of the Organizing Chapter

Establishment of a University Chapter requires a petition which shall be signed by at least eight students (NO MRS membership required) and by two Faculty Advisors (MRS Membership IS required) who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated.

Type First Name	Type Last Name	Type Email address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
List Faculty Advisors			
<i>Important Note: Advisors must be current regular members of MRS. One of the Faculty Advisors must have tenure at the institution and both Advisors must agree to advise the Chapter for a minimum of two years.</i>			
9		Regular MRS Member	
10		Regular MRS Member	

Please attach a complete roster of names, addresses, phone, fax, and e-mail for each member.

3. Initial Executive Committee

President:	
Vice President:	
Secretary:	
Treasurer:*	

*can be same person as Secretary

4. Chapter Contact and Mailing Address

Chapter Contact Name:	
Mailing Address:	
Mailing Address:	
Mailing Address:	
Phone/Fax/Email:	

5. Endorsement

In return for the right to be recognized as a University Chapter of the Materials Research Society, we agree to comply with general rules for University Chapters as developed by MRS.

President's Signature:

Date:

Faculty Advisor's Signature:

Date:

Faculty Advisor's Signature:

Date:

MRS University Chapters—RECRUITING MRS UNIVERSITY CHAPTER MEMBERS

The goal of MRS University Chapters is “to foster discussion among students and faculty in the various materials disciplines, to generate student interest in materials science and to promote the exchange and dissemination of information from the Society.” To that end, it is important for you to recruit students enrolled not just in materials science, but in other related fields as well. This will help to broaden your member base and allow for more robust and interdisciplinary Chapter activity. It will also mean more money for your Chapter. How? IF you are an active chapter, **MRS will reimburse your Chapter \$10 for every student member who is also a member of The Materials Research Society.** So, more members ... more money!

To help with your recruiting efforts, and to increase your Chapter finances, please note the following marketing tips:

- ❖ Each student member of your Chapter who is also a current MRS student member as of May 15 will entitle the Chapter to a \$10 rebate.
- ❖ Make certain that all of your officers (president, vice president, secretary and treasurer) are current MRS members. That’s \$40 right from the start.
- ❖ Be sure to re-enlist any students who were on your roster last year and who are still around this year.
- ❖ Promote new memberships at all of your Chapter events—seminars, workshops, field trips, and even social events.
- ❖ Contact MRS for membership brochures.
- ❖ Look up your university in the MRS Online Membership Directory. Any MRS student members listed there, who are not members of your Chapter, are marketing leads for your recruitment campaign.
- ❖ Department rosters listing students enrolled in chemistry, physics, ceramics, MS&E and other materials-related fields may also be available from your university. Check them out for your recruiting purposes.

IMPORTANT NOTE: A CHAPTER MUST BE ACTIVE TO APPLY FOR THE REBATE. TO BE ACTIVE A CHAPTER MUST HAVE SUBMITTED THEIR ANNUAL FINANCIAL AND ACTIVITY REPORTS, AND MUST HAVE EIGHT (8) CURRENT STUDENT MRS MEMBERS AND TWO CURRENT REGULAR MRS MEMBERS BY THE REQUIRED DEADLINES TO BE ELIGIBLE FOR THE REBATE PROGRAM.

MRS University Chapters—OFFICERS AND FACULTY ADVISORS' RESPONSIBILITIES

Chapter officers and faculty advisors must be familiar with the MRS Board Policy (see page 4) which governs University Chapters. They are responsible for fulfilling such obligations as the annual activity reports.

- Active Chapters and Benefits - Establishment of a University Chapter shall be authorized by the Board of Directors. Petitions requesting the organization of a University Chapter shall be addressed to the Board of Directors and shall be signed by at least eight students and by two Regular MRS Members who are on the faculty of the academic institution to be served by the proposed University Chapter. One of the faculty Members must have tenure at the institution, and both faculty Members must agree to advise the University Chapter for a minimum of two years. The title of the University Chapter shall contain the name of the institution with which it is associated.
- A University Chapter will be approved as a chapter in the program indefinitely. To be considered active, a chapter must have submitted their chapter's yearly reports (Financial and Activity Reports) by the published deadlines and must have as Chapter members at least eight students (no MRS membership requirement) and two current Regular MRS Members (faculty advisors) for a period of 12 months. However, only active chapters with a minimum of eight MRS Student Members and two current Regular MRS Members are eligible to receive monies from MRS and the Materials Research Foundation.
- University Chapters are part of their host academic institution. Chapter officers and faculty advisors are responsible for the resources of their organization and are encouraged to follow the policies and procedures of their host academic institution.
- We ask that you keep us posted on changes in Chapter leadership. For us to serve you better, we need to get complete address information about your officers and faculty advisors. Please advise us whenever there's a change.
- Each active University Chapter must submit, by April 1, an annual financial report covering the prior calendar year. The report should include a summary of revenue and expenses. For your convenience, an annual financial report form is included in this handbook.
- Each active University Chapter must also submit an annual activity report by April 1 of each year. A more complete explanation of the annual activity report and guidelines is included in this handbook.
- Chapters are eligible for up to \$500 per year in travel reimbursements to help student members attend the MRS Spring and Fall Meetings. However, the Chapter must have a written policy regarding award of these travel reimbursements. Requests for reimbursement need to be made in writing by the Chapter president. And as noted above, the travel reimbursement is contingent upon at least one person from the Chapter being present at the University Chapter Representatives Meeting. If your Chapter is not represented at the meeting, your travel reimbursement may be disallowed.
- The MRS Board Policy 5.5.1 prohibits University Chapters from entering into agreements in the name of the Materials Research Society without prior written authorization from the MRS President. University Chapters cannot incur indebtedness on behalf of the Society without similar written authorization.
- No action or obligations of a University Chapter shall be considered an action or obligation of the Materials Research Society. A statement to this effect must be imprinted in any contractual or financial agreement entered into by a University Chapter. MRS and its officers, directors, members and employees are not liable for any actions taken by University Chapter officers and faculty advisors.

MRS University Chapters – Reports required to remain active

ANNUAL FINANCIAL AND ACTIVITY REPORT (Due April 1)

APPLICATION FOR CHAPTER REBATES (Due May 15)

Financial and Activity Report (Due April 1)

Please follow the enclosed format to submit Financial and Activity report. A roster must accompany the submission. The objective is to make the reporting process both more effective and more efficient. To that end, constructive comments from University Chapters are always welcome.

Chapter Rebates (Due May 15)

A roster of your Chapter members must accompany your annual activity report. For each Chapter member who is also a current student member of MRS, the Chapter is entitled to a \$10 rebate. Regular members (e.g., faculty advisors) should also be listed on the roster, but will NOT count toward the rebate.

Because many MRS members have similar names, it is important that you provide complete name and email address for each of your Chapter members. You may submit an excel spreadsheet rather than the form.

Using the roster you provide, MRS will verify those Chapter members who are also current members of the Society, and will then issue your rebate check.

MRS University Chapter annual activity reports, and applications and rosters for MRS University Chapter rebates, should be submitted via email to:

Lorri A. Smiley
Student Engagement & Awards Administrator
Materials Research Society
506 Keystone Drive
Warrendale, PA 15086
E-mail: chapters@mrs.org

NOTE: As per U.S. federal requirements, MRS reserves the right not to process any transaction that it determines, in its sole discretion, may violate any law or regulation applying to persons or nations on the United States Treasury Department's Specially Designated Nationals list or any similar list maintained by the U.S. Government.

MRS University Chapters — ANNUAL FINANCIAL REPORT — Deadline: April 1

Calendar Year _____ - _____

This report is one of the requirements needed, per MRS Board Policy, to retain Active Chapter Status. See policy for more details.

Send to chapters@mrs.org.

Chapter Name:	Date of Report:
Submitted by:	Academic year start: (month, day, year) Academic year end: (month, day, year)
Email:	Phone:

1. Membership Dues

Did your University Chapter charge membership dues for the past calendar year?

Yes No

If yes, how much did you charge? Student Dues _____ Regular Dues _____

Total dues income for the year \$ _____

2. Financial Support from MRS

Please check the forms of financial support you received from MRS during the past calendar year, and give the amounts.

Chapter Rebate Amount of Support _____

Special Project Grant Amount of Support _____

Distinguished Speaker Support Amount of Support _____

Other Amount of Support _____

3. External Support for Chapter

Did your University Chapter receive financial support from sources other than MRS during the past calendar year? Yes No

If yes, please list these sources and amounts:

Source _____ Amount _____

Source _____ Amount _____

4. Membership Drive

Did your University Chapter conduct a membership drive during the past calendar year?

Yes No

If yes, how many new members did you acquire? _____ How many MRS members? _____

5. Expenses and Income

Please attach a summary of your University Chapter income and expenses for the past year. An example follows on next page.

6. List of current officers of the chapter:

(this list will receive future email's concerning chapter events, deadline notifications of required documents, etc.)

Officer	Full Name	Email
President		
Vice President		
Secretary		
Treasurer		
Faculty Advisor		
Faculty Advisor		

7. Date of next officer elections _____

Sample Income and Expense Statement

INCOME (Do not include travel reimbursements from MRS)

MRS Chapter Rebate	\$340.00
Special Projects Grant	300.00
Distinguished Speaker Support/MRS	150.00
Chapter Dues (\$5/year)	75.00
Seminar Fees	600.00
MSME Department	<u>450.00</u>
Total Income	\$1915.00

EXPENSES

Travel to MRS Spring Meeting	\$250.00
<i>(in addition to MRS HQ reimbursements)</i>	
Seminar Expenses	
Hall Rental	100.00
A-V	100.00
Speaker Support	300.00
Food & Beverage	100.00
Course Evaluation Guide	165.00
Meetings/Refreshments	152.00
Department Barbecue	310.00
Teaching Award	35.00
New Student Orientation	<u>215.00</u>
Total Expenses	\$1727.00

BALANCE **\$188.00**

MRS University Chapters

ANNUAL ACTIVITY REPORT—Deadline: April 1

1. Name of University _____

2. Form Submitted By: _____

3. Number of MRS Chapter Members (including student members & regular members) as of April 1 is:

Chapter Member Count: _____

Note: Individuals need not be members of the Materials Research Society to be a Chapter member.

4. Please attach a copy of your roster of current Chapter members. (See Roster Form on page 16)

5. List of eight (8) current MRS Student Members and two (2) MRS Regular Members:

Each chapter is required to have 8 students and 2 regular members that are current MRS Members in order to be eligible to receive benefits such as travel reimbursements and special project grants. See policy for more details.

Names of MRS Student Members	Email
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Names of MRS Regular Members	Email
1)	
2)	

4. In which other societies are your Chapter members active? Please check all that apply.

- ASM International (ASM)
- American Ceramic Society (ACerS)
- American Chemical Society (ACS)
- American Physical Society (APS)
- American Institute of Chemical Engineering (AIChE)
- American Vacuum Society (AVS)
- Electrochemical Society (ECS)
- International Society for Optical Engineering (SPIE)
- Institute of Electrical & Electronics Engineers (IEEE)
- Optical Society of America (OSA)
- Minerals, Metals & Materials Society (TMS)
- Other _____

5. Is your Chapter part of an umbrella materials organization that combines Chapters from more than one professional society?

Yes No considering it

6. Which of the following programs and services has your Chapter utilized in the past year?

- Distinguished Lecturer Support
- Special Projects Grants
- Meeting Travel Reimbursements
- Chapter Rebate Program
- Turnbull Lecturer Program
- Link to MRS Web Site
- Use of MRS Products for Chapter Promotions (e.g., raffles, poster awards, etc.)

7. Chapter activities during the past academic year.

Please check all that apply.

- | | |
|---------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Plant Trips | <input type="checkbox"/> Educational/Grassroots Outreach |
| <input type="checkbox"/> Career Workshop | <input type="checkbox"/> Social Events |
| <input type="checkbox"/> Fundraising Events | <input type="checkbox"/> Symposium |
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Poster Competition |
| <input type="checkbox"/> Other _____ | |

8. List any specific areas where your chapter could use help from MRS.

Both the Financial and Activity Report Forms must be submitted via email by the deadline of April 1, to:

Lorri A. Smiley
E-mail: chapters@mrs.org
Student Engagement & Awards Administrator

Please send a completed Roster with this Form.

MRS University Chapters—APPLICATION FOR REBATE—Deadline: May 15

SPECIAL NOTE—a completed roster must accompany this form to qualify for the rebate.

Late submissions will not be accepted. Please submit by **May 15** to qualify for Chapter rebate.
An excel spreadsheet may also be submitted.

Chapter Name:	Date of Report:
Submitted by:	Title:
Email:	Phone:

MRS University Chapter Rebate Guidelines

- ▼ Chapters are entitled to receive a \$10 rebate for every Chapter member who is also a current student member of the Materials Research Society as of the report deadline (May 15).
- ▼ Students whose membership expired December 31 are NOT eligible.
- ▼ Regular members of MRS (e.g., faculty advisors) are not counted for the rebate.
- ▼ MRS will verify MRS membership status for each name submitted and issue a check within 6-8 weeks after the time of submission.
- ▼ Unless other arrangements have been made with MRS headquarters, the rebate check will be made payable to the name of the University Chapter. Please check with your Advisor to understand your chapter guidelines on receiving a benefit such as this before submitting this form.

Payable To: Chapter Name	
University Name:	
Attn: (Officer)	
Address 1:	
Address 2:	
City, State, Zip:	

MRS University Chapters Benefits — TRAVEL SUPPORT REIMBURSEMENT GUIDELINES

Student members of your University Chapter may apply for travel support to attend MRS Spring and Fall Meetings. Each MRS Chapter is entitled to \$500 per calendar year for this purpose. Please familiarize yourself with the following guidelines set forth in the Policy (page 4).

IMPORTANT INFORMATION:

- ▼ Your Chapter should have a written policy regarding how such reimbursements are granted.
- ▼ There is no reimbursement for meeting registration fees.
- ▼ There is no per-diem reimbursement for meals or other miscellaneous expenses. All meals and other qualifying expenses must have an actual receipt submitted.
- ▼ The travel reimbursement is contingent upon:
 - a) confirmed registration for the Meeting.
 - b) your chapter's submission of the annual Financial and Activity Reports
 - c) a minimum of eight current **Student MRS Members** and two current **Regular MRS Members** (Note: again they must be current/active MRS Members). This will be verified by MRS to confirm eligibility.

Deadline for Submission of Travel Support Form and Receipts

Spring Meeting reimbursement requests must be received NO LATER THAN ONE WEEK after the meeting ends.

This deadline is firm – no late requests will be accepted.

Fall Meeting reimbursement requests must be received by NO LATER THAN ONE WEEK after the meeting ends.

This date is firm since MRS must close its books on the prior tax year.

Guidelines and Procedures

1. Each University Chapter is entitled to \$500 per calendar year for travel support to MRS Spring or Fall meetings. The entitlement applies to the year in which the expenses were incurred, not the year in which they were paid (i.e., expense claims paid in January for travel to the previous Fall Meeting apply to the previous year entitlement for that University Chapter, not the current year).
2. The entitlement may be used entirely for the Fall or Spring Meeting or may be split as desired between them. Any claim for the Spring Meeting reduces the amount available for reimbursement for the Fall Meeting.
3. Reimbursable expenses include normal travel, lodging and meals. Personal car transportation reimbursement includes either mileage at the current price/per mile rate or actual expenses. According to IRS regulations, reimbursement cannot include both mileage and gasoline charges. The mile rate includes reimbursement for gasoline expenses. Meeting registrations and proceedings are not reimbursable. Please note that there is no per diem reimbursement.
4. To obtain reimbursement of expenses, the University Chapter president must sign the Reimbursement Form before it is sent to MRS Headquarters. All requests for reimbursement must be approved by the University Chapter president. The statement should list the expenses to be reimbursed to each student and contain documentation of the expense items. No checks will be processed without documentation. MRS will send checks payable to the students in a group to the University Chapter president or directly to the individual students. MRS will not send payment to one individual who is expected to then repay other students, nor will funds be sent to a University Chapter bank account for subsequent distribution.
5. Ordinarily, payments will be made as reimbursements. Advance payments will be made only in exceptional circumstances. In such instances, University Chapter presidents should discuss the situation and their request with the HQ Liaison to Chapters.
6. As per U.S. federal requirements, MRS reserves the right not to process any transaction that it determines, in its sole discretion, may violate any law or regulation applying to persons or nations on the United States Treasury Department's Specially Designated Nationals list or any similar list maintained by the U.S. Government.

MRS University Chapter Benefits — TRAVEL SUPPORT REIMBURSEMENT REQUEST

Please submit this form with copies of scanned receipts to Lorri Smiley at chapters@mrs.org.
 Deadlines are published in each pre-meeting email sent to all chapters but typically the deadline is no longer than one week after each meeting.

Chapter Name:	Fall or Spring Meeting:
	Date Submitted:
Chapter President:	Chapter President Signature:
Student to be Reimbursed:	Student Signature:
Address 1:	
Address 2:	
City, State, Zip:	
Email Address:	
<input type="checkbox"/>	Yes, our chapter currently has 8 MRS Student Members and 2 MRS Regular Members (all have current MRS memberships)
<input type="checkbox"/>	Yes, our chapter submitted the financial and annual reports

Date (MM/DD/YY)	Purpose/Description of Expense	\$ Amount
GRAND TOTAL OF EXPENSES:		\$
Maximum support per chapter per year is \$500.		\$
Total requested		

MRS University Chapter Benefits —STUDENT CREATED—STUDENT ORGANIZED EVENTS

The MRS Student Engagement Subcommittee invite members of MRS University Chapters from around the world to submit proposals for a student-organized event integrating on-site and virtual components for students. Events will be incorporated into the programming of future MRS Meetings.

The directive is to develop semi-annual events targeting STEM students globally. MRS student representative-led decisions concerning the organization of the event (proposal submissions, voting, and event execution) will maintain that students' interests are at the heart of discussion. To ensure such a broad outreach, the event will combine both on-site and virtual technologies to enable students who cannot attend the conference to participate online from their own campus or home.

Proposal Selection Criteria will be based on creative ideas coupling on-site activity and virtual technology will be prioritized, keeping the main objective of global student outreach.

Priority in proposal content will be focused on a single high-impact topic affecting STEM students within the materials research community in general. Topics can range from technical to academic and professional development topics, including career-related topics.

To get involved and become a leader within the University Chapters program, please consider submitting a proposal for a future meeting. The Student Engagement Subcommittee will be accepting proposals for each Spring and Fall Meeting and submission open and close dates can be found under Student Organized Events on the MRS website at www.mrs.org/university-chapters/. If you have further questions please contact chapters@mrs.org.

To join the Student Engagement Subcommittee and to be a volunteer participant in the planning of the student organized events, please contact Lorri Smiley at smiley@mrs.org and cc chapters@mrs.org.

MRS University Chapter Benefits—DISTINGUISHED SPEAKER SUPPORT

This program was developed to assist University Chapters in sponsoring speakers who epitomize an interdisciplinary approach to materials science and engineering.

Funds available

- ▼ Up to \$150 per Chapter, per year, to help defray speaker expenses
- ▼ Additional funds may be available if there is matching support and if the event is combined with an MRS membership drive, or if there are other special circumstances. Please note this in your proposal.
NOTE: There is a limited budget for this program. Distinguished Speaker Support is available on a first come/first serve basis, until the annual budget is depleted.

Additional assistance may also be available from MRS

- ▼ Marketing and promotion support
- ▼ Services such as signage, certificates, etc.

Prepare brief proposal

Include the proposed date, the targeted speaker(s), the estimated number and demographics of the audience (e.g. how many attendees you wish to attract and the type of attendees) and any other information that will support the proposal.

Submit the proposal to Lorri Smiley at chapters@mrs.org. Upon review MRS headquarters will inform you of the disposition.

MRS University Chapter Benefits — TURNBULL LECTURER PROGRAM

Please contact chapters@mrs.org to confirm that this benefit is available. The current Turnbull Lecturer will be contacted for availability.

The David Turnbull Lectureship is an important Materials Research Society award that recognizes an outstanding teacher in materials science and engineering.

This lecture will be shared – via an online virtual experience – with the University Chapters to extend the reach of this important lecture beyond the physical walls of the meeting. Attendees will be presented with the opportunity to interact with the Turnbull Lecturer in a live Q&A session that can be experienced as a group or individually by your chapter members.

Details on these scheduled events can be found online at www.mrs.org/university-chapters/.

MRS University Chapter Benefits — SPECIAL PROJECTS PROGRAM

The Special Projects Program was designed to broaden awareness and participation of materials sciences and engineering in both professional and nonprofessional communities by providing programs for distribution between university chapters outside of MRS.

All University Chapter Special Project Grant proposals must support the MRS DEI Aspiration: The Materials Research Society embraces diversity, equity, and inclusion (DEI) by actively engaging our diverse global membership, supporting the careers of underrepresented researchers and investing in community actions to address bias and end inequities. **The proposal must clearly indicate how the project will broaden participation in the materials community by benefiting or engaging individuals historically underrepresented in STEM. Anticipated outcomes and how they will be measured must also be included.**

To obtain funding, a proposal must be prepared by students of the chapter and submitted to MRS through the submission portal.

Requirements/Evaluation Criteria: The following provides a guideline to which the proposals will be evaluated against and the requirements as you prepare your proposal for submission:

- Support of the [MRS DEI Aspiration](#)
- Only new initiatives will be considered. Continuation or expansion of a present activity will not be funded.
- Special Project/Program Name (Note: It should include a reference to the DEI Aspiration)
- Purpose of the Project/Program and the need it will address
- An “Executive Summary” that includes a description of how its values broaden participation in materials sciences and materials engineering (Up to 75 words)
- Underrepresented target audience that will be served
- Measurable outcomes/deliverables that clearly state how the project/program will advance broadening participation in materials sciences and materials engineering
- Identify if others offer a similar project/program
- Total itemized project/program budget
- Amount requested from MRS Foundation
- Identify if requested funding is seed, matching or total funds
- Timeline and plan for a successful completion

The deadline for submitting Special Projects proposals is December 15th of each year. *If the deadline date falls on a weekend, the deadline will be extended to the following Monday.* Upon review of the proposals by the University Chapter Special Projects Review Group, an announcement of selected projects will be made by the end of February of the following year.

A final report which recaps the project/program will be required and a [report template](#) will be provided. Please note the following:

- **Eligibility:** Must be a current, active MRS University Chapter in good standing
- **Funding Amount:** \$250 - \$1000 per project

- **Note:** Multiple grant requests may be submitted by a single chapter, however, no more than one grant per chapter will be approved
- **Evaluation Process:** Reviewed and approved by the MRS Career Advancement Committee
- **Proposal Deadline:** 11:59 pm ET, December 15 (or next business day) of each year
- **Grants Announced:** By the end of February of the following year

Proposals for Special Projects should be submitted electronically – see application submission link on the [Foundation webpage](#). Please contact Lorri Smiley with any questions that pertain to the Special Projects Grants program for MRS University Chapters.

The Materials Research Society Foundation operates as a program of the [Materials Research Society](#). The official registration and financial information of the Materials Research Society Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 800-732-0999. Registration does not imply endorsement.

Please contact Lorri A. Smiley, Student Engagement & Awards Administrator for any questions pertaining to the Special Projects program. Email to: chapters@mrs.org; foundation@mrs.org



MRS University Chapter – *MRS Bulletin* (submit newsworthy information)

▼ MRS Bulletin

The *MRS Bulletin* wants to hear about newsworthy activities at the local level. The information, however, should be of interest to all of the MRS international membership.

Please follow these guidelines to submit Chapter reports:

Length of Report—200-400 words per news item

Frequency—Variable

Deadlines—If the report is prearranged with the *MRS Bulletin* staff, it must be submitted by the 10th of the month, two months in advance of the scheduled issue. If the report has not been prearranged with the *Bulletin* staff, it will appear in the next available issue.

Level of Presentation—The audience for *MRS Bulletin* includes engineers, scientists and managers from academia, industry and government laboratories. These readers also come from diverse backgrounds in materials science and other related fields such as physics, chemistry and engineering. Writers should therefore avoid using technical jargon; terms unfamiliar to the nonspecialist should be omitted or defined and explained clearly.

Please mark the subject content: Newsworthy information from YOUR UNIV CHAPTER NAME

Submissions—Send submissions by email to Judy Meiksin at newseditor@mrs.org

MRS Bulletin

Materials Research Society • 506 Keystone Drive • Warrendale, PA 15086

MRS University Chapter Benefits—ACTIVITY IDEAS

As a MRS University Chapter member, we encourage you to coordinate and partake in various professional development and outreach activities, both on-campus and off. Not only can these activities help your chapter members to grow professionally, but they also serve to broaden your reach to fellow students, the public and in the materials community.

Here at MRS, we want your chapter to flourish! The following are examples of activity ideas that you and your chapter could organize:

▼ Professional Development Activities

- Present a **Nanomaterials Symposium**
- Partake in a **Poster Competition**
Invite members from different materials disciplines or different universities to participate
- Take **Field Trips** to industrial organizations, national labs and more
- Start a **Mentoring Program**

Industry professionals mentoring students
Advanced graduate students/post-docs mentoring first-year graduate students
Graduate students mentoring undergraduate students
Virtual international mentoring

- Collaborate **Between Chapters**
Organize a webinar with an international chapter or reach out to other local University Chapters
- Cooperate with other **Professional Societies** on campus
- Hold a **Panel Discussion**
- Invite **Industry Professionals and Academic Researchers** to speak or mentor chapter members
- Organize a **Career Readiness Seminar**
Consisting of scientific and grant writing workshops, post-doc/industry speakers, elevator pitch practice, and more
- Host **Monthly Chapter Meetings**
Plan outreach opportunities, chapter activities, networking solutions (between US- and Non-US based chapters), and more
- Develop an **Advisory Board** made up of local industry representatives
- Start a **Social Media Page** to network and share ideas with other chapters
- Organize an **Industry Social Event** involving university alumni
- Have members **Present their Research**, both to the chapter and to the department faculty

▼ Outreach Activities

- Hold **New Member Outreach Socials** and encourage students from different disciplines to join your chapter
- Collaborate with local **Museums and Science Centers** to bring learning opportunities to the community at large
- Put on a **Trivia Night** at your university, with prizes for the top groups
- Honor the nanomaterials community with **NanoDays Activities**
Organize live presentations and family-friendly nano-related activities to teach the public the importance of nanomaterials in our world
- Arrange to have **Science Saturdays** on campus
Create a public outreach event with fun experiments and short student talks; invite local high school and university (or younger) students to participate
- Celebrate **Science Days/Weeks** with professional and fun outreach activities
National Science Day – 2/28
National Science & Technology Week –
Engineering Week – Third Week, February
Earth Day – 4/22
Chemistry Day – 9/21
National Chemistry Week – Third Week, October
National Metric Week – Week Containing 10/10
Mole Day – 10/23
- Coordinate a **Science as Art Competition**
- Introduce an **Innovation & Creativity Festival** to your campus, modeled after MIT's successful program
Showcase the innovative and creative spirit of university students, staff and faculty. Your festival can provide interactive presentations, hands-on demonstrations, exhibits, research projects and more
- Design **Chapter T-Shirts** for your University Chapter

- Create and distribute **Awards** for distinguished chapter members and celebrate them at **Chapter Luncheons or Dinners**, complete with speakers and more.