

# Research Accounts Policy

November 2012

**Purpose:** *To support the research and professional development of PhD students and to assist in their placement by increasing their visibility at academic conferences.*

Each supported student will have a research funding account for which they are the principle investigator.

- The account is funded annually by the PhD Program during the first four (4) years and, in some cases, individual departments contribute additional funds.
- From the PhD Program, students receive \$500 per year unless they have advanced to candidacy.
- Students who have advanced to candidacy by July 1 will receive \$1000.
- Any funds remaining in the accounts at the end of the fiscal year (June 30) not designated for a specific future purchase will automatically carry over to the next year's budget unless a student has received a job placement.
- No expenses will be reimbursed without a completed and signed PhD Permission Form, prior to purchase or travel. (A link to the permission form is available on the PhD Resources page).
- Original receipts that show proof of payment must be submitted to the PhD Program Office, along with the Travel Reimbursement form, to receive reimbursement. (A link to the Travel Reimbursement Form is available on the PhD Resources page).

## Travel Funds

The primary use for research account funds is to support students' travel for attending professional conferences. These funds may be used for airfare, public transportation, conference registration fees, lodging, and meal expenses up to ½ of the per diem rate. (A link to per diem rates is available on the PhD Resources page).

### Hotels

If planning on sharing a hotel room and splitting the costs with another student, students must book the room directly through the hotel so that the charges can be applied to each student's credit card for their portion of the expenses. If student chooses to book through websites such as Travelocity, Priceline, Expedia, etc., the PhD Office will only reimburse the student whose name appears on the receipt.

### Transportation

Using public transportation is strongly encouraged, in lieu of a rental car. Students must check with the PhD Program Office if renting a car is unavoidable. To be reimbursed, students must rent through state contracted agencies. (A link to State Auto Rental Contracts is available on the PhD Resources page). If a student chooses to drive a personal vehicle instead of fly, they will be reimbursed equal to the state contracted rate for the cost of airfare for the trip. If either renting a car or driving a personal vehicle, students are required to complete the University Driver Training Video and Test, which is required every two years. (A link to the University Driver Training Video and Test is available on the PhD Resources page).

## Graduate School Travel Assistance

If a student's name is on the program of an academic conference, he or she may be eligible for the University Travel Award, administered by the Graduate School. (A link to the University Travel Award is available on the PhD Resources page).

## Non-Travel Funds

Other acceptable uses for research account funds include software that is not otherwise available at the DESB (must submit a service ticket to IT Group), data collection costs, and association memberships. Research funds may **not** be used to purchase books, office supplies, or electronic hardware.