DOCTORAL STUDENT RESEARCH AWARDS
FUNDING GUIDELINES: AY 2014-2015
_A Guide for Students_

Funds for the Doctoral Student Research Awards are held by the Office of the Provost, Vice Provost for Research and Dean of Graduate Studies. You are expected to adhere to the approved budget in your award proposal. However, if your plans change, you may request approval for a reallocation of funds from the Vice Provost for Research and Dean of Graduate Studies.

**Budget**

Any changes to the budget of an approved project must be approved in writing by the Vice Provost for Research and Dean of Graduate Studies.

**Reimbursement Schedule**

**Deadlines:**
- Award funds are available **May 1, 2014**, at the start of the new fiscal year. The funding period expires on **April 30, 2015**.
- All reimbursement requests must be received by the Vice Provost for Research and Dean of Graduate Studies **no later than April 20, 2015**.

**Submitting receipts:**
- **Original receipts must be submitted – copies are not acceptable.** In some instances original receipts are not available (especially for food items overseas). In these cases, please attach an explanation to your expenses spreadsheet, including the date, description of expense and the amount. Please track expenses for which you cannot obtain receipts in a notebook so that you can provide a log later, when requesting reimbursements.
- Please organize all receipts by ascending date of transaction and tape small receipts loosely onto sheets of paper.
- **If your receipts are in foreign currency, you must include the exchange rate sheet.**
- On a spreadsheet, please list the date of the transaction, what the receipt is for and the amount. Indicate the total amounts spent in the categories of transportation, lodging, meals, supplies, services and other expenses.
- Appropriate receipts include airfare, hotel bills, food receipts (no alcohol), taxis, shuttles, train, conference registration fees, software, consultant invoices, equipment, supplies, etc.
- Reimbursement requests will be completed and sent to Accounts Payable for processing and a check will be mailed to the mailing address **on your application unless you notify Anita Brown of an address change**. Checks are processed and mailed within 7-10 business days.
Receipts for reimbursement may be submitted monthly. Deadline for all requests is **April 20, 2015.**

**NOTE:** If you hold receipts longer than 90 days, Account Payable Department requires a memo stating the reason the receipts are being turned in late. AU does not reimburse after 90 days without a detailed explanation.

**Student Workers**
Some awards allocate funds specifically for the hiring of student workers. Once you have identified the student name and AU ID, please send this information to Anita Brown along with their start date and proposed hourly rate. All new hires must comply with the University hiring requirements, e.g., students must complete an I-9 within three days of their first day of work. Only in exceptional circumstances may students who have graduated continue to work as if paid from these funds. In such cases, prior permission from the Vice Provost for Graduate Studies and Research is required. **Please be aware of the student's graduation date when engaging them for research projects.**

**Purchase of Materials**
You should plan to order your own materials and supplies and submit receipts for reimbursements as indicated below.

**Receipts must be original – copies are not acceptable.** Receipts for merchandise paid by credit card should be accompanied by the credit card monthly statement showing the purchase activity. An order form indicating that the merchandise will be charged to a credit card is not proof of payment. For payments made by personal check, please provide a copy of the front and back of the cancelled check.

In some instances, e.g., laboratory supplies can be obtained by the University. In that case, the department budget administrator should send Anita Brown an email specifying what was purchased, for whom and the account number to be reimbursed.

**Allowable Materials to Purchase:**
- Supplies, software or data sets
- Rental of field or research facilities
- Interviewing costs and similar items

**Non-Allowable Purchases:**
- Stipends
- Travel to meetings
- Tuition
- Publication costs
- Textbooks
- Facilities and administrative costs
- Journals
- Costs (sometimes referred to as Indirect costs)
- Language training
- Allowances for dependents

Submit all receipts to Anita Brown in the Office of Graduate Studies, Vice Provost for Research and Dean of Graduate Studies, 4200 Wisconsin Avenue, Suite 201, Campus Zip 8075. **Please be sure that the envelope is clearly marked with Anita Brown’s name.** You can submit receipts by campus mail or drop them off no later than April 20, 2015.

Anita Brown, 202-885-6333 or abrown@american.edu.