Research Accounts Policy
August, 2007

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 activity for which they are considered to be the principle investigator.

The research account is funded annually by the PhD Program and, in some cases, by additional contributions by the individual departments. From the PhD Program office students receive $500 per year unless they have achieved candidacy. Students who have achieved candidacy by July 1 will receive $1000.

Any funds remaining in the research accounts at the end of the fiscal year (June 30) not designated for a specific future purchase will automatically carry over to the next years budget.

The primary intended use for these funds is to support students’ travel for attending professional conferences. Research account funds may be used for transportation, lodging, and meal expenses up to ½ of the per diem rate. Other acceptable uses for research funds include software that is not otherwise available at the DESB, data collection costs, and association memberships. Research funds may not be used to purchase books, office supplies, or electronic hardware. Contact Committee Chair prior to making purchases to verify expense eligibility and for approval of expenses.

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. See the link under the current students section of the PhD Program webpage.

Students are encouraged to use the University Travel Office for booking airline tickets. You can put the tickets on hold and request the PhD Program Office to complete the transaction as the PhD Program Office can pay for those tickets directly. However, you may find lower fares elsewhere, for which you will have to pay and request reimbursement.

No expenses will be reimbursed without a completed and signed 'PhD Pre-approval Form,' prior to purchase or travel. This form can be found at the link under the current students section of the PhD Program webpage. Original receipts that show proof of payment must be turned into the PhD Program Office in order to receive reimbursement. For travel, check with the PhD Program Office before renting a car. There are specific agencies that must be used in order to be reimbursed. Reimbursement for use of personal automobile is equal or less than the quoted airfare for the trip.