



Department of Chemistry and Chemical Biology	SOP-CCB	06.01.2014
Standard Operating Procedures	Student request for research scholarship funding	
Faculty/Staff/ Students	Fund: 889071	Revision date:

Overview:

The Department will make reimbursement available up to \$500 each fiscal (July 1-June 30) year for graduate student regarding research efforts. Funding is dependent upon individual proposals and funding limits, which may vary from year to year.

This research grant award is intended to defray the costs of conference fees including travel required to present the results of research at a professional regional or national conference.

Guidelines:

The graduate student must be a registered student in the Department. These funds are only allowed after the student has requested funds from the Office of Graduate Studies Research Project and Travel grant –(RPT). If funds are awarded from OGS, the department will pay the remaining balance not to exceed \$500 per academic year.

The grant may be awarded to one graduate student per research group, per academic year (only one student per group will be eligible per year). The student must be in good academic standing working towards their Ph.D. degree.

OGS website: <http://grad.unm.edu/funding/student-grant/project-travel.html>

Procedures:

1. A memo to the Chair of the Department is required. The memo must address the following items:
 - The students name, banner ID, and date;
 - The scope of the research;
 - Meeting or conference attended and poster or paper presented;
 - The specific need (i.e. conference fees, travel, per diem, etc.);
 - Name of the faculty member's research group that graduate student is working with; and
 - Copy of the RPT request from OGS.
2. A completed department Reimbursement Request form with original receipts attached.
3. The award or denial notice from RPT-OGS.

Submit the above three items to Department Administrator (DA) no later than 30 days after conference, travel or purchase is completed. Once the DA has reviewed the documents for completeness, it will be submitted to Department Chair for approval. If approved, the student will be notified and reimbursement will be processed. If the funding is denied, the DA will notify the student regarding the reason for denial.

Internal Process:

Funds will be issued from the Chair's discretionary fund (889071). The reimbursement will be submitted as a Direct Pay Invoice (DPI). The Admin Assistant will receive the signed approved memo from the Chair and then will submit reimbursement through Banner.