



TRI-INSTITUTIONAL TRAINING PROGRAM IN COMPUTATIONAL BIOLOGY & MEDICINE

Research Allowance Guidelines for Students in the Tri-Institutional CBM Program

The research activities of CBM students are supported primarily by funds available in the laboratories in which they work. CBM students in good standing (as defined in the Student Guide) also receive a research allowance of \$3,000/yr, which provides some fiscal independence. The student and their research advisor should agree on the expenditures that are needed for the student's project and allocate the funds consistent with the guidelines described below. Requests for reimbursements should be directed as follows: For NYC Weill/SKI based students, Margie Hinonangan-Mendoza; for Cornell-Ithaca students, Carly Hills (see contact information below).

1. Lab Supplies and Courses

Up to \$3000 may be used each year to register for program-approved courses and/or to purchase lab supplies necessary for research, such as chemicals, pipettes, etc. (This does not include items that would fall into the 'Other' category, such as notebook paper, pens, etc.).

2. Computer

CBM students may purchase one computer and one printer using the research allocation (total delivered costs not to exceed \$2500). The equipment must be purchased no later than the end of year 3 of the program. For Ithaca students, please contact Ted Cullen at tgc7@cornell.edu for assistance regarding computer-related purchases. NYC students should contact Margie Hinonangan-Mendoza. Students are responsible for computer service and maintenance (including backup). Also, students are reminded that most software is subject to strict copyright and licensing restrictions.

3. Books, computer hardware, computer software, and internet service

Up to \$1500 each year may be used to purchase books, subscriptions to scientific journals, computer software, and computer hardware (e.g., RAM, storage devices, etc.), which are justifiable and related to CBM program training. For NYC-based students only, research allowance may be used for internet service, but will be limited to the monthly cost for internet access (e.g. DSL) and will not cover any other telephone or cable charges that appear on the same bill.

4. Travel

Up to \$1500 each year may be used to pay for expenses associated with attending a scientific conference, research-training course, and expenses incurred for travel between New York City and Ithaca related to the CBM Program. The costs of registration, travel, accommodations and meals are reimbursable expenses, consistent with the guidelines of the home institution (WGSMS/CU). *Note that rental cars should be used with discretion and must be fully justified by the student and their research advisor.*

5. Health insurance for family members

Up to \$1500 each year may be used to offset the costs for insuring a qualifying family member. Students are encouraged to enroll their spouses through one of the university health plans. (Health insurance reimbursements do not require prior approval of student's research advisor). In addition, up to \$200 of the \$1500 may be used for the purchase of dental and/or eye insurance for students enrolled at Weill Medical College of Cornell, where dental/eye insurance is not included in the student health insurance plan.

6. Moving Related Expenses

Students can use their research allowance for moving-related expenses. Please contact Ms. Mendoza or Ms. Hills for more information.



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7. Other

Up to \$400 per year may be charged to the allowance for stationary, photocopying, and specialized computer services that are needed for study, research, and preparation of the thesis. It may not be used for expenses such as personal travel, purchase of electronic devices (e.g. videos, CDs, iPods, etc.).

If you are in doubt about whether or not a purchase fits into one of these categories, please inquire with Ms. Mendoza. The program reserves the right *not* to reimburse you for purchases made that is not appropriate usages of the research allowance, whether or not you have already paid for them. It is better to check first and be safe, rather than sorry.

Each student is responsible for adhering to the above guidelines and monitoring their spending within the \$3,000 allowance per year.

REMINDERS

- ❑ Save your receipts! You will not be reimbursed without them.
- ❑ For travel reimbursements, please save your boarding passes after any flight, train ride, or bus trip!
- ❑ Always provide a copy of the bank/credit card statement that shows the purchase. This additional documentation often acts as 'substantial evidence' when requesting reimbursement from the finance office.
- ❑ It is not permissible to be reimbursed for any taxes paid on items. To avoid this problem, purchases should be made at tax-exempt school stores, or from online vendors, many of which only charge shipping.
- ❑ When submitting receipts for conference-related expenses, the student should include a brochure or other promotional material from the meeting that serves as required documentation for the finance office.

CONTACT INFORMATION

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