

TRI-INSTITUTIONAL TRAINING PROGRAM IN Chemical Biology



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

The research activities of TPCB students are supported primarily by funds available in the laboratories in which they work. TPCB students 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, Ms. Margie Mendoza; for NYC RU students, Ms. Marta DelGado; for Cornell-Ithaca students, Ms. Sharon Calhoun (see contact information below).

1. Lab Supplies

Up to \$3000 may be used each year 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

Up to \$2500 may be used to purchase one computer and one printer *during the course of study in the TPCB*. The equipment must be purchased no later than the end of year 3 of the program. For Ithaca students, please contact Sharon Calhoun for approval and information on the ordering process *before any computer purchase is made*. NYC students should contact Margie Mendoza. The computers are the students' personal property, and they will be responsible for 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 TPCB 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 TPCB Program. The costs of registration, travel, accommodations and meals are reimbursable expenses, consistent with the guidelines of the home institution (RU/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

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 insurance is not included in the student health insurance plan.

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6. Moving Related Expenses

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

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 either the NYC Program Coordinator or the Ithaca Graduate Field Coordinator. 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.

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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