

## Student Research Pilot Project

### Guidelines

The plan for the Student Research Pilot Project (which includes Undergraduate Creative Activity and Research (U-CARS) as well as Graduate Student Research) emerged from the deliberations and discussions of the Working Group for Undergraduate Student Research (<http://www.naz.edu/academic-affairs/for-faculty>).

Critical to this plan has been the commitment of \$500 for each department and degree-granting program to enhance the research experience for their students, especially undergraduates, during the 2011-2012 academic year. *The hope is that departments will use the money in ways that will move them beyond their current practices or help to establish new strategic opportunities for student research.*

Funds may be used for expenses in whatever ways a department/program feels will best help to *strengthen and enhance* their student research experiences (undergraduate and graduate). Expenses can include—but are not limited to—mini-conferences, guest speakers, comprehensive curricular assessment of current student research activities and outcomes, consultants, books, or student travel to conferences. All expenses, however, must be consistent with general college guidelines.

No prior approval forms are required. Chairs should simply submit receipts (up to \$500) directly to Debbie Mathewson, as detailed in the attached pages. *To ensure prompt access to the funds, please follow the procedures carefully.* An additional \$500 is also available for departments with more than 20 students and/or more ambitious projects. Chairs who wish to access these supplemental funds should complete the Request for Additional Funding form that can be found on the Center for Teaching Excellence website (<http://www.naz.edu/teaching-excellence>).

*Departments that participate will be asked to complete a Summary Report that will, in turn, be used by the Working Group to articulate current best practices, as well as identify and map out directions for future funding and support.*

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### When incurring non-travel expenses:

**\*\*\*IMPORTANT: Do NOT charge expenses to your department. The Controller's Office will not endorse transfer of funds.\*\*\***

- If you will be using on-campus services (Chartwell's, bookstore, copy services, media services for posters, etc.), please contact Debbie Mathewson (x2381) prior to making such commitments. She will arrange to have the charges applied directly to the appropriate account number.
- When incurring off-campus expenses, there are three options:
  1. Request an advance by completing a Center for Teaching Excellence Check Request form (including support documentation such as cost quote, email, etc.) and submit it to Debbie Mathewson. You will also need to submit original receipts and another CTE Check Request form after the expense has been incurred. **OR**
  2. Submit an unpaid invoice along with a Center for Teaching Excellence Check Request form to Debbie Mathewson. She will arrange to have the vendor paid directly by Nazareth College. **OR**
  3. Pay the expense out-of-pocket (not through your department) and request a reimbursement by submitting the original receipts along with a completed Center for Teaching Excellence Check Request form (<http://www.naz.edu/teaching-excellence>) to Debbie Mathewson.
- If you will be making expenditures that would normally be taxed, please pick up a Tax Exempt Certificate from the Accounts Payable Department (S42) **prior** to making any such expenditures. Sales tax cannot be reimbursed and tax exemption on purchases is not automatic.
- All requests for reimbursement and unpaid invoices should be submitted to Debbie Mathewson no later than Monday, April 30, 2012.
- A Summary Report describing work that was done and the impact should be submitted by Monday, April 30, 2012 by using the online link that will be available shortly.

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### When incurring student travel to conference expenses:

***\*\*\*IMPORTANT: Do NOT charge expenses to your department. The Controller's Office will not endorse transfer of funds.\*\*\****

- Maximum of \$200 per student is allowed.
- No reimbursement for food or beverages will be permitted.
- Original receipts, along with a completed Center for Teaching Excellence Check Request form should be submitted for reimbursement.
- All requests for reimbursement must be signed and forwarded to Debbie Mathewson by the appropriate department chair. Requests will not be accepted directly from a student.
- All requests for reimbursement should be submitted to Debbie Mathewson as soon as possible after the expense is incurred, but no later than Monday, April 30, 2012.
- A Summary Report describing work that was done and the impact should be submitted by Monday, April 30, 2012 by using the online link that will be available shortly.