Guidelines

Based on the high level of participation and positive feedback during the past three years, the Student Research - Departmental Funding program will continue during 2014-2015. Once again, $500 has been committed for each department and degree-granting program to enhance the research experience for their students and to help departments move beyond their current practices to establish new strategic practices and opportunities for student research.

Funds may be used for expenses in whatever ways a department/program feels will best strengthen and enhance their student research experiences (undergraduate and graduate), and 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 must be consistent with general College guidelines.

No prior approval forms are required. Chairs/program directors should simply submit original 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 ambitious projects and/or more than 20 students. Chairs/program directors who wish to access these supplemental funds should complete the Request for Additional Funding form.

Departments that participate will be asked to complete a Summary Report that will enable the Working Group to identify best practices as well as map out directions for future funding and support.
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 Student Research-Departmental Funding 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 Student Research-Departmental Funding Check Request form after the expense has been incurred. OR
  2. Submit an unpaid invoice along with a Student Research-Departmental Funding 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 Student Research-Departmental Funding Check Request form 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 27, 2015. The expectation is that the majority of funds will be used during the academic year. If you feel your department or program will not be able to utilize the funds prior to the end of spring semester, please contact Debbie Mathewson no later than March 1, 2015 to discuss the possibility of an exception. Exceptions are not guaranteed and require prior approval.
- A Summary Report describing work that was done and the impact should be submitted by Monday, April 27, 2015 by using the online link that will be available shortly.
2014-2015
Student Research – Departmental Funding

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.
- College policy does not allow cash advances for student travel.
- Original receipts, along with a completed Student Research-Departmental Funding 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/program director. Requests will not be accepted directly from a student.
- All requests for reimbursement should be submitted to Debbie Mathewson no later than Monday, April 27, 2015. The expectation is that the majority of funds will be used during the academic year. If you feel your department or program will not be able to utilize the funds prior to the end of spring semester, please contact Debbie Mathewson no later than March 1, 2015 to discuss the possibility of an exception. Exceptions are not guaranteed and require prior approval.
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