



# Tri-Institutional PhD Program Chemical Biology

## Research Allowance Policy

### Purpose

The Tri-Institutional PhD Program in Chemical Biology (TPCB) provides students with an annual research allowance to cover expenses related to their graduate training. Research funding varies each fiscal year and is subject to annual budgetary approval by the Tri-Institutions. Students must be in good academic standing to receive funding.

### Availability

**Year 1:** \$2,500 (once matriculated)

**Years 2-5:** \$1,000

Unused funds may carry over from Year 1-4 only and no carryover is allowed after Year 5. In year 5, students must submit reimbursement requests by June 1.

### Reimbursement Process and Timeline

Students must submit reimbursement requests from a research allowance fund no later than 60 days after date of expenditure; if received after 60 days, the expense will be subject to taxation. In order to avoid this, please follow the 60-day policy.

Reimbursements are issued via check, except for expenses under \$400.00 which are paid in cash. Students are notified by email when their reimbursement is ready with instructions for where to pick it up. Checks can also be mailed as needed.

### Examples of Allowable Expenses

- Moving-related expenses in year 1 only
- Official transcripts and standardized test reports in year 1 only
- 1 Computer (desktop; laptop; tablet) Must be purchased no later than end of year 3. Maximum amount for computer reimbursement is \$2,000.
- 1 Printer (Must be purchased no later than end of year 3).
- Computer Accessories & Maintenance
- Books (relevant to thesis research)
- Lab supplies
- Subscriptions to scientific journals
- Membership to scientific organizations
- Travel to a scientific conference
- Local travel (e.g. Metro card) for attendance at required course(s) or certain electives that are not offered within the Tri-Institutions
- Health insurance (vision & dental insurance fees; funds are also available to offset the costs for insuring a qualifying family member for vision & dental insurance only)
- Internet service (if Internet is not provided in student housing)

The executive director and program administrator reviews and approves all requests for reimbursement. If you have questions, please direct them to Margie Mendoza ([mah2036@med.cornell.edu](mailto:mah2036@med.cornell.edu)); Tel: 212 746-5267)



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## Reimbursement Request Form

### Instructions

1. Please use pre-tax amounts for expenditures > \$100. For travel, you may include all taxes.
2. Please provide proof of payment (foreign currencies must be converted to US dollars).
3. For conference reimbursements: Provide a flyer showing conference dates.
4. Please send this form and all supporting documents in one pdf file to: Margie Mendoza, [mah2036@med.cornell.edu](mailto:mah2036@med.cornell.edu) and Francine Collazo-Espinell, [fcollazo@med.cornell.edu](mailto:fcollazo@med.cornell.edu).

<b>Name:</b>
<b>Address:</b>
<b>City, State, Zip Code:</b>
<b>EMAIL address:</b>
<b>Mobile phone:</b>

Expenses	Description	Total Expense	Requested Reimbursement Amount
Travel			
Academic			
Computer			
Other miscellaneous expenses			
<b>TOTAL</b>			