

Student Research Award Memo for Faculty

- Awards are made directly to students and are to be spent at their discretion to support their thesis or dissertation work, following the policies of the specific award. EEB research awards are intended to support the development of graduate students as independent scientists by providing them funds to conduct independent research, an opportunity to write proposals and receive feedback, and manage a budget. Student awards should not be spent on general lab resources that would otherwise be covered by the PI. If a PI incurs an expense on behalf of a student, we may be able to transfer funds from a student award to a faculty member's discretionary fund, but lab expenses should not be charged to a student award in exchange.
- Some external student awards may require a PAF. If you are unsure, please reach out to the graduate office or business office to discuss *in advance of application*.
- **Almost all expenses on student awards can be paid for by the university through standard purchasing processes and *should not be paid for out-of-pocket*.** The main exceptions to this are lodging, meals, rental cars, and research expenses made in the field, which will normally be handled by reimbursement.
 - In cases where paying out of pocket for travel expenses will cause a financial hardship, it is possible to provide a [cash advance/lump sum](#) before departure. Cash advances/lump sums can also be requested by faculty or graduate students leading research trips to cover expenses by undergraduates who would be faced by a financial hardship.
- **All equipment purchased on department funds is property of the department and must remain with the department.** PIs are responsible for ensuring that equipment purchased by members of their lab stays with the department/lab when students graduate or leave. Remaining consumables may stay in the student's possession. Students can also purchase equipment from the department (at a discount from new) when they graduate.
- Any overages on student awards for a legitimate research expense should be covered by a PI's discretionary account. Students are able to keep track of their awards on a daily basis, as well as encumber future expenses. You should have discussions with your students about keeping track of their spending on awards, both as part of their training and also to ensure overages do not occur. **Overages cannot be covered by sponsored grants and must be covered by discretionary funds.**