



# Undergraduate Research



Information for Research Funding

# Student Stipend Requests

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- These forms must be filled out completely to receive your stipend:
  - Request for Stipend Payment Form  
*Must be filled out and signed by mentor*
  - I-9 and W-4 (For students not currently working at WSU)
  - EEO Card
    - Please make sure to go to Payroll in Miller Administration Building to fill out I-9, W-4 and EEOC.
- Stipends are broken into two separate payments unless otherwise requested by your mentor.
- You must turn in forms **prior** to project completion.
- Group stipends must be arranged with the OUR.

# Purchasing Options

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- Purchasing Card (P-Card)
- Requisition
- Petty Cash Reimbursement
- Science Stores
- Faculty/Mentor P-Card

# Student Purchasing Card (P-Card)

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- Required for all students traveling to a conference or out-of-town location.
  - Additional training is required
  - Travel envelope is required
- May be used for other research related purchases.
- Works like a regular credit card with a balance limit.

# Student Purchasing Card (P-Card)

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- Fill out website forms as indicated.
  - Student P-Card Request Form (mentor)
- Allow at least two to three weeks for processing.
- Sign terms and conditions agreement.
- Fill out Receipt Log Envelope and return with receipts.

# Student Requisitions

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- Must be completed to pay a bill to an outside company or make a large purchase.
  - Additional information is required.
- A quote sheet is required for all services rendered prior to purchase.
- This may be done through the department secretary or OUR office.
- May NOT be used to pay a student at the end of the research project.

# Petty Cash Reimbursements

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- Used to reimburse students for expenditures under \$100.
- Receipt(s) required to process reimbursement.
- Bring receipt(s) to the OUR to receive a petty cash reimbursement form.
- Avoid requesting multiple petty cash reimbursements.
  - Obtain a P-Card or other method of payment.

# Science Stores and Faculty P-Card

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- To purchase from the Science Stores contact OUR (x8541) for the appropriate forms.
  - Use the name of point of contact (a.k.a. the person who submitted Research Grant).
- To have funds reallocated to a faculty P-Card, have him/her contact OUR regarding authorization.

# Important Things to Remember

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- Turn in your Notice of Funding ASAP
- ALWAYS keep your receipts
  - Sign and date each receipt
  - Fill out the receipt log completely
- For all forms/documentations
  - Use the name of point of contact (a.k.a. the person who submitted Research Grant). For an example Science Store purchases.

# Important Things to Remember

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- Keep track of your mileage
  - To be reimbursed for mileage, you must keep a careful log of your miles
  - Mileage cannot be reimbursed on rental cars
  - You may not be reimbursed for gas purchases

# Student and Mentor Reports

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- Due regardless of whether research is complete or not.
- In 1 – 2 pages, identify:
  - The overall success of your project
  - The most significant outcomes of this project in terms of your academic and/or professional growth
  - How you have or will publicly share the results of this project
  - Your advice for other students
  - Your overall reaction to receiving funding

# Spring Symposium & Celebration

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- You are required to present at the Spring Symposium & Celebration.
- Gain experience in presenting research to an audience of peers
- See what other students are researching in other areas of study
- Oral and Poster Presentations are accepted
- Abstracts are due in February.

# Important Websites

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- “WSU Office of Undergraduate Research” is now on Facebook
- “WSU\_OUR” is now on Twitter
- [http://www.weber.edu/OUR/grants/proposal\\_funding.html](http://www.weber.edu/OUR/grants/proposal_funding.html)
- All stipend and purchasing forms

# Questions or Concerns

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- Office Location: Library Room 58
- Office Hours:
  - Monday – Fridays, 8:00 AM – 4:00 PM
- Phone: 801-626-8541
- Website: [www.weber.edu/our](http://www.weber.edu/our)
- Dr. John Cavitt: [jcavitt@weber.edu](mailto:jcavitt@weber.edu)
- OUR: [our@weber.edu](mailto:our@weber.edu)