



Undergraduate Research



Information for Research Funding

Student Stipend Requests

- 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

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

Student Purchasing Card (P-Card)

- 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)

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

Student Requisitions

- Fill out requisition form (mentor).
- 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.
- May NOT be used to pay a student at the end of the research project.

Petty Cash Reimbursements

- 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

- To purchase from the Science Stores contact OUR (x8541) for the appropriate forms.
- To have funds reallocated to a faculty P-Card, have him/her contact OUR regarding authorization.

Important Things to Remember

- Turn in your Notice of Funding ASAP
- ALWAYS keep your receipts
 - Sign and date each receipt
 - Fill out the receipt log completely
- 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

Important Websites

- “WSU Office of Undergraduate Research” is now on Facebook
- “WSU_OUR” is now on Twitter
- http://www.weber.edu/OUR/grants/proposal_funding.html
- All stipend and purchasing forms

Student and Mentor Reports

- 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

- 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.

Questions or Concerns

- Office Location: Library Room 58
- Office Hours:
 - Monday – Thursday, 8:00 AM – 3:30 PM
 - Closed Fridays
- Phone: 801-626-8541
- Website: www.weber.edu/our
- Dr. Cavitt: jcavitt@weber.edu
- OUR: our@weber.edu