RIT | Graduate School

Graduate Student Research and Creativity Reimbursement Program

Program Information & Instructions

Small research and creativity reimbursements may be available to help offset graduate students' out of pocket expenses related to representing RIT while presenting scholarly or creative work at a juried conference, lab materials associated with conducting research for publication, or supplies purchased for the purpose of public exhibition of creative work. Graduate students from all academic programs are welcome to apply for reimbursement.

Funds are limited and reimbursement is not guaranteed to all applicants. Matching funds from your department and/or college is strongly encouraged.

Eligibility

To be eligible for the Research and Creativity Reimbursement Program, you must:

- be a current RIT graduate student engaged in scholarship, research, or a creative endeavor under the direction of a faculty advisor
- Have not received a Research and Creativity Reimbursement within the last 12 months
- Request funding support from your department, college, faculty mentor or other sources (funding from these sources is not required, but you are expected to check for other potential funding sources as part of this process)

Allowable expenses include:

- Travel expenses or registration fees associated with presenting your work at a conference or juried exhibition in your field where you (student applicant) are the primary applicant
- Material expenses for an art exhibit or scientific procedure
- Funds you used to start a creative or innovative business venture

Additional Info and Guidelines

- Reimbursements are subject to availability of funding.
- Only student applicant's out-of-pocket expenses will be reimbursed
- Digital copies of all receipts must be submitted as a part of the application
- If you are requesting reimbursement for presenting at a conference, you must provide proof of attendance
- Your faculty advisor should be consulted regarding other funding sources and their signature is required on the application form
- You may need to complete a Shared Expense Memo if expenses are paid by one member of a group and other group members repay that person for their share of expense(s).

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Application and Checklist

Digital copies of receipts must be included with this application in order to be eligible for reimbursement.

☐ I have not received reimbursement from the RIT Graduate School in the last 12 months (**Required**)

1a – Student Information

FULL NAME _____ UNIVERSITY ID # _____

RIT EMAIL _____ GPA _____ PHONE _____

PROJECT TITLE _____

FACULTY MENTOR _____ FACULTY EMAIL _____

1b – Checklist for Submission

Please complete and include all of the following with this application

- ☐ Application *(Signed by student and faculty mentor)*
- ☐ Expense breakdown *(Parts 2 and 3 of the application)*
- ☐ Presentation description/Project Essay *(One page)*
- ☐ Acceptance letter *(for conferences)*
- ☐ Shared expense memo *(If applicable)*
- ☐ Matching funds letter from department
- ☐ Letter of support from faculty mentor
- ☐ Proof of conference attendance
- ☐ Direct Deposit Form *(If not already set up)*
- ☐ Driving directions and miles record *(If applicable)*

2a– Certify Funding

Indicate the total amount funded to you by your department or other sources. If no funding is provided, please enter 0.

Include digital copies of receipts at the end of this application showing all purchases and totals before submitting.

STUDENT'S TOTAL EXPENSES	$		
SUPPORT FROM COLLEGE/DEPT	$	☐ RECEIVED	☐ PROMISED
SUPPORT FROM FACULTY GRANT	$	☐ RECEIVED	☐ PROMISED
OTHER SUPPORT (SPECIFY)	$	☐ RECEIVED	☐ PROMISED

STUDENT'S ACTUAL OUT OF POCKET EXPENSES

$ _____

AMOUNT ASKING FOR REIMBURSEMENT

$ _____

(Cannot exceed $500)

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2b– Conference/Project Expense Details and Breakdown

Include digital copies of receipts to the receipt reimbursement form at the end of this application showing all purchases and totals before submitting. Loose receipts will not be accepted. If you have a mileage reimbursement request, please use the mileage reimbursement form and submit it along with the application.

***Note**: You must apply for this program **after** you have attended the conference or completed the project. This is a reimbursement program and you must provide proof that you attended.*

If you share expenses for the conference with other students, you must fill out the shared expense memo.

NAME OF THE CONFERENCE

LOCATION DATE(S) OF PRESENTATION/PROJECT

List each expense below

Date	***Amount (do not include tax)***	***Description (vender, purpose, location, etc.)***
Total		

3 – Reimbursement Options

Please choose one of the following options to receive your funds

☐ Bank Account Direct Deposit (Please fill out the direct deposit form available on our website if needed)

☐ Check mailed to local address (Please fill out the local address where you want the check to be delivered)

MAILING ADDRESS (WITH ZIP CODE)

4– Signatures

I certify that I have requested funding from other sources as listed above.

I am aware that the reimbursement amount may be taxable as required by the IRS.

STUDENT SIGNATURE **DATE**

FACULTY MENTOR SIGNATURE **DATE**

Please attach a digital copy of all receipts and supporting documents at the end of this document and submit your completed application to the Graduate School at rgsrc@rit.edu

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Mileage Reimbursement Worksheet *(if applicable)*

Please include a copy of travel directions/map (google maps, apple maps, or similar)

DATE	REASON FOR TRAVEL	FROM	TO	MILES TRAVELLED

TOTAL MILES	
RATE PER MILE	
GRAND TOTAL	

STUDENT SIGNATURE **DATE**

ADDITIONAL COMMENTS

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Shared Expense Memo (if applicable)

TO RIT Graduate School

FROM

DATES

RE ***Shared expenses for***

The following students from the Department of _____ attended this conference together.
The details of their expenses and how they were paid are as follows.

Example **John Doe paid $ 200 for our hotel room on his credit card.**
Student 2 paid $ 100 for his share of room cost.
Student 3 paid $ 100 for his share of room cost.

All the individuals mentioned on this form must print their name and provide signature.

NAME	*SIGNATURE*	*DATE*
NAME	*SIGNATURE*	*DATE*
NAME	*SIGNATURE*	*DATE*