**UR Budget Rules**

**WHO CAN APPLY?**

* Students must be enrolled in **499/498** in order to be eligible for UR funding
  + Exceptions can be made if the student is studying abroad as well as during winter/summer semesters.

**HOW OFTEN CAN I APPLY?**

* Students are eligible to apply for **one** grant-in-aid and **one** travel grant (group/individual – only one) per budget year
  + Your second request will be denied if it occurs in the same budget year
  + If you traveled with a group via a departmental/group travel grant then any subsequent travel grant request will be denied in that same budget year
  + This rule does not apply to NCUR travel (you can apply for NCUR in addition to a travel grant in the same budget year)

**WHEN CAN I APPLY?**

* You must **apply for funds before** you make purchases/book your travel as it is not guaranteed that your application will be funded
  + This is especially the case in the spring semester as the UR funds are often depleted by April
* The UR **budget year** runs from June 1- May 31 each year.
  + All awards given in a particular budget year do not extend to the subsequent budget year. This means that all funds must be spent by the middle of May. Awards given in the fall should be reimbursed by the end of the fall semester.
  + All SURE grant funds must be spent by September 15 (or near that date depending on the calendar)

**WHAT KINDS OF THINGS ARE COVERED BY AWARDS?**

* The UR program **does reimburse** for:
  + Gift cards for research participants, lab supplies, books, archive access, transcription from a professional company, computer equipment and software, MTurk fees, other items clearly tied to research
  + Presenting at conferences – conference registration fees, hotel, airfare, mileage, food, other items clearly tied to the presentation
* The UR program **does not reimburse** for:
  + Student/faculty labor (e.g., transcription, inter-rater reliability)
  + Alcohol purchases
  + Attending conferences (but not presenting)
  + Visa gift cards

**HOW DO I GET REIMBURSED?**

* You must complete a **reimbursement form** (found online and in the Powell 108 suite) and bring in original receipts/proof of shipping to Tammy Womack (Powell 108)
* We can reimburse the student, a parent, a faculty mentor, etc.

**I’M GRADUATING BUT DIDN’T USE ALL THE THINGS I PURCHASED WITH MY GRANT.**

* All **equipment and items** purchased with UR money is the property of Elon University. This includes unused gift cards for participants and computers. You should leave all items with your mentor when you graduate.

**I DIDN’T USE ALL OF THE FUNDS I REQUESTED. CAN I USE THEM NEXT YEAR?**

* No, awards do not roll over to the next budget year. If you were awarded $500 and only sought reimbursement for $400, then that remaining $100 will not be available to you in the next budget year. You must apply for a new grant in the new budget year.