Two Funding Opportunities for College of Arts & Sciences Students

The College of Arts and Sciences office has two types of funding opportunities for our undergraduate students: Senior Capstone Project Research Funds and Undergraduate Conference Presentation Travel Funds. Our office sends out an email to full-time CAS faculty and CAS students with senior standing prior to each application period in fall and spring to provide current application information for these funding opportunities.

I. Senior Capstone Project Research Funds

- The College of Arts & Sciences makes funding available to support undergraduate capstone project research and presentation for arts and science majors who will present on Senior Projects Day. Applications for funds must be made online; see below.
- Students may receive Senior Capstone Project Research funding only once while attending Pacific University.
- Students may apply for awards of up to $150 to support senior capstone projects and presentations, regardless of the number of majors.
- Students may apply for either or both types of funding, Capstone Project and/or Conference Travel, using the same Undergraduate Research Funds Request Online Form. Students who will be presenting their senior capstone research at an off-campus conference also have the option of applying for both types of funds at the same time, for a possible one-time maximum allocation of $300.
- Funds must be awarded and claimed within the same academic year in which the expenses are incurred.
- Allocations are managed by school administrative assistants* (see below for contact information).

Detailed guidelines below identify allowable expenses and the reimbursement procedures:

- To apply for funding a student must complete their request for funding proposal (RFP) online in the fall (due by the first Monday in November) or spring (due by the first Monday in March).
- Funds will not be provided for the purchase of materials that can be accessed through libraries.
- Funds can be used toward the cost of supplies, poster printing, and for transportation expenses that meet specific guidelines (see below).
- All tangible items for which you are reimbursed remain the property of Pacific University.
- Mileage reimbursement is only available for use of your own personal vehicle, i.e. you can’t request mileage reimbursement for a third party. The current mileage rate is provided on the Reimbursement Request Form (see link provided below). Specific information about the number of miles traveled, where the trip originated, the destination, when you traveled (dates) and how it relates to your project are required for reimbursement. If you are claiming multiple trips you need to keep a daily log for reimbursement with each leg of the trip listed on your log (roundtrip = 2 entries).
- Airfare: Coach seating is required. Comfort seating requires prior-approval before making the purchase (contact Jeanne Canon; jeanne@pacificu.edu for assistance). Airfare receipt must include passenger’s name, itinerary, description of fees, payment source, and all pages that were printed must be presented with reimbursement request (i.e. if “1 of 4” is reflected at the bottom, provide all four pages).
- Public transportation is an eligible expense; submit your original receipts for reimbursement.
- Prior to purchasing any computer equipment, i.e. software, hardware, peripherals, or audio visual items, you must receive approval from UIS Administration (Brian King) via email; ask your Faculty Advisor for assistance.
- In addition, purchases made on Craigslist are not eligible expenses because the Business Office will not approve reimbursement.

- Please note that original receipts are required; photocopies will not be accepted. Tape receipts smaller than 8 ½” x 5 ½” to a letter size sheet of paper; take care not to put the tape on any printing on the receipt. The receipts may overlap (like a ladder) provided a portion of the receipt on the bottom is visible. If you lack a receipt, your reimbursement will be made only with sufficient alternative documentation. For instance, you must turn in the original canceled check or information provided with online banking (view of front & back with processing information) of the canceled check. Bank statements alone will not be accepted as proof of payment. Please note that canceled checks without supporting documentation will not be accepted.
- Payment for services (i.e. transcription, typing, speaker presentation, etc.) must be made directly from Pacific to the person providing the service and cannot be reimbursed to the student. If the person is a Pacific faculty, staff or student, please contact your school administrative assistant for information regarding payment to the individual. If you have any questions, please contact the Business Office directly (Tami Grotte x 2978 or Nancy Connolly x 2177).

- Gift cards (as research participant incentives): the Business Office will require the recipient complete a form (visit the Business Office webpage to obtain a “Gift Card Acknowledgement Form” and for more information). The form needs to be provided with the original receipts and reimbursement request form.
- When using credit cards for payment, it is required that you have itemized credit card receipts. Please note that itemized receipts are different from a credit card verification receipt. If you are unable to get an itemized receipt (such as in the event of a conference registration) please attach a copy of the original detailed registration form and your original credit card statement. You cannot, under any circumstances, be reimbursed for hotel bills by simply turning in your credit card statements. You must have the original hotel invoice with detailed charges.
- Each student is responsible for his/her own expenses and must present individual receipts for reimbursement (i.e. do not pay someone else to cover your share of an expense). Complete a Reimbursement Request Form when turning in receipts to your school administrative assistant* for
expenses related to your capstone project. Instructions for completing the Reimbursement Request Form are also available using the link above.

*School of Arts & Humanities: Windy Stein, Bates House
*School of Natural Sciences: Patty Larkins, Price Hall, Rm 102
*School of Social Sciences: Rebeka Andrade, Marsh Hall, Rm 218

II. Undergraduate Conference Presentation Travel Funds

- Students may apply for Undergraduate Conference Travel funding each time they are traveling to present their research at a conference not funded through other grants. Applications for funds must be made online; see below.

- Any student accepted to present their research at an off-campus conference may apply for up to $150 in travel and registration funding.

- Students may apply for either or both types of funding, Capstone Project and/or Conference Travel, using the same Undergraduate Research Funds Request Online Form. Students who will be presenting their senior capstone research at an off-campus conference also have the option of applying for both types of funds at the same time, for a possible one-time maximum allocation of $300.

- Funds must be awarded and claimed within the same academic year in which the expenses are incurred.

- School administrative assistants will help to answer questions and accept paperwork from students for payment processing* (see below for contact information).

**Detailed guidelines below identify allowable expenses as well as reimbursement procedures:**

- To apply for funding a student must complete their request for funding proposal (RFP) online. It may be submitted in the fall (due by the first Monday in November) or spring (due by the first Monday in March). Applications may also be submitted outside of these funding timeframes.

- Funds may be used for research-related supplies, poster printing, conference registration fee, membership fee in order to present, hotel or lodging, and/or transportation expenses.

- Funds will not be provided to cover meals or per diem expense.

- Funds will not be provided for the purchase of materials that can be accessed through libraries.

- All tangible items for which you are reimbursed remain the property of Pacific University.

- Mileage reimbursement is only available for use of your own personal vehicle, i.e. you can’t request mileage reimbursement for a third party. The current mileage rate is provided on the Travel Expense Report (see link provided below). Specific information about the number of miles traveled, where the trip originated, the destination, when you traveled (dates) and how it relates to your project are required for reimbursement. To claim multiple trips, you need to keep a daily log for reimbursement with each leg of the trip listed on your log (roundtrip = 2 entries). Please provide names of individuals who travel with you.

- Airfare: Coach seating is required. Comfort seating requires prior approval before making the purchase (contact Jeane Canon; jeane@pacificu.edu for assistance). Airfare receipt must include passenger’s name, itinerary, description of fees, payment source, and all pages that were printed must be presented with reimbursement request (i.e. if “1 of 4” is reflected at the bottom, provide all four pages).

- Please note that original receipts are required; photocopies will not be accepted. Tape receipts smaller than 8 ½” x 5 ½” to a letter size sheet of paper; take care not to put the tape on any printing on the receipt. The receipts may overlap (like a ladder) provided a portion of the receipt on the bottom is visible. If you lack a receipt, reimbursement will be made only with sufficient alternative documentation. For instance, you must turn in the original canceled check or information provided with online banking (view of front & back with processing information) of the canceled check. Bank statements alone will not be accepted as proof of payment. Canceled checks without supporting documentation will not be accepted.

- When using credit cards for payment, it is required that you have itemized credit card receipts. Please note that itemized receipts are different from a credit card verification receipt. If you are unable to get an itemized receipt (such as in the event of a conference registration) please attach a copy of the original detailed registration form and your original credit card statement. You cannot under any circumstances be reimbursed for hotel bills by simply turning in your credit card statements. You must have the original hotel invoice with detailed charges.

- Each student is responsible for their own expenses and must present individual receipts for reimbursement (i.e. do not pay someone else to cover your share of an expense).

- Complete a **Travel Expense Report** when turning in receipts to your school administrative assistant* for expenses related to your conference travel.

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**How to apply using the Undergraduate Research Funds Request Online Form**

Students are recommended to meet with their advisor at their earliest convenience before completing the online form. Note: The student AND their advisor (faculty member identified by the student when completing the form) will both receive a copy of all information submitted for review in the online form.
Please allow **10-15 minutes** to complete the online form, and know that the form will **time out if you are idle for more than 5 minutes** (if this happens you will need to start over again from the beginning). If you need to start over, follow these instructions to locate this online form:

- click on the words "Policies & Forms" at the very bottom of any Pacific University webpage (in the center of the black margin, under the heading HELPFUL INFORMATION)
- click on "All Policies & Forms"
- then select "Form" for TYPE and enter "Undergraduate" for a keyword
- results will include the Undergraduate Research Funds Request Online Form. The link will take you to a document that explains each type of funding criteria; within that document is a link to the funding application online form.

**INFORMATION** students will need to complete the request for funding proposal (RFP)

**Faculty Advisor** (person to approve this funding request)

**Project/Research Title** (working title is fine, or you may provide one or two sentences)

**Brief Project/Presentation Description**

**Identify other funding sources** (if applicable)

a. **Capstone Budget Information** (you will have the following categories available to complete a description of items and a total dollar amount for each category... if multiple items are listed in a category, it would be helpful to list the cost for each next to the item)

   - Research Supplies (please note that books or resources available in Libraries are not eligible for reimbursement)
   - Services/Equipment
   - Participant incentive
   - Research travel (non-conference)
   - Mileage driving own vehicle (# of miles round trip)
   - Name of others sharing rides
   - Public transportation (keep all original receipts)
   - Other related expense (i.e. poster)

b. **Conference Travel Budget Information** (students will have the following categories available to complete a description of items and a total dollar amount for each category... if multiple items are listed in a category, it would be helpful to list the cost for each next to the item)

   - Conference Name
   - Event Host
   - Location
   - Date Begins and Ends (need both dates)
   - Registration Fees
   - Airfare
   - Mileage driving own vehicle (# of miles round trip)
   - Name of others sharing rides
   - Public transportation (keep all original receipts)
   - Other related expense (i.e. poster)

**SUBMIT your request for funding proposal (RFP)**

When the student presses "Submit" after completing the online form, the student AND their advisor (the faculty member identified when completing the form) will receive an email with all of the information that was provided in the RFP.

After the advisor has reviewed this information, the student will receive an email to let them know if their advisor has approved or denied their funding request.

- If denied, students are asked to follow up directly with their advisor as soon as possible to review the situation. After meeting with their advisor to discuss their funding request, if the student is then ready to reapply, the student may submit another online form request for funding* **before** the current funding window deadline.

- If approved by the advisor, the student's funding request will then be reviewed for funding in the Dean’s Office. Awards will be announced by mid-March.

*To locate the link for the Undergraduate Research Funds Request Online Form, follow these instructions:

- clicking on the words "Policies & Forms" at the very bottom of any Pacific University webpage (in the center of the black margin, under the heading HELPFUL INFORMATION)
- click on "All Policies & Forms"
- then select "Form" for TYPE and enter "Undergraduate" for a keyword
- results will include the Undergraduate Research Funds Request Online Form. The link will take you to a document that explains each type of funding criteria; within that document is a link to the funding application online form.

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