PAPERWORK SUBMISSION GUIDE
for Student Research Grants

Funding for the 2021-22 Undergraduate Research Program is provided by the SU Foundation. Students and faculty seeking reimbursement through their grant award must submit the necessary forms for compliance purposes. The following guide is intended to help grantees use the correct forms for each type of transaction. Questions? Email ipssp@ship.edu.

GENERAL INSTRUCTIONS for reimbursement of expenses for Travel (A,B) and Supplies (C), and for preparing Final Reports (E).

☐ Read all instructions carefully.
☐ All forms can be found under the “Expenditure Guidelines & Forms” heading at https://www.ship.edu/academics/student-research/funding_alert/.
☐ If for any reason you are unable to complete your project, or you expect to spend less than your award amount, please contact IPSSP as soon as possible.
☐ When submitting paperwork, complete all forms legibly with complete information.
☐ Submit for reimbursement regularly and as expenses are incurred.
☐ Forms must be signed by both the student and the faculty mentor before reimbursement can be issued.
☐ All reimbursement requests for the 2021-22 Undergraduate Research Grant Program must be submitted to IPSSP by August 15, 2022.
☐ Return all completed forms with attached original receipts via email to ipssp@ship.edu.

Pre-TRAVEL REQUEST FORM

Before you travel, complete the Travel Request Form (shown at right). Include your estimated travel costs. This form is required by the University for liability purposes.

In the Sequential Authorizations section, sign on line 1 “Traveler” and obtain your project advisor’s signature on line 2 “Chairperson or Supervisory.”

Submit completed, signed forms via email to ipssp@ship.edu.
After you return from your grant-funded trip, you will be reimbursed for eligible costs by submitting the Shippensburg University Foundation Grant Expenditure Request form (shown below). Submit via email to ipssp@ship.edu

**ELIGIBLE TRAVEL COSTS and REQUIRED ATTACHMENTS**

- **AIR TRAVEL:** attach original ticket receipt. First class travel or upcharges will not be reimbursed.
- **AUTOMOBILE MILEAGE RATES:** Mileage will be reimbursed at the rate approved as of the time of your travel. Currently this rate is $0.56/mile for automobile travel. Attach a map printout to each destination as evidence of mileage.
- **TOLLS:** attach original receipts.
- **CONFERENCE ATTENDANCE:** Attach a copy of conference brochure or registration PLUS a copy of the page in the program listing you as a presenter – NOTE: you will only be reimbursed for attending a conference at which you were a presenter.
- **HOTEL REIMBURSEMENT:** attach a detailed receipt received upon checkout – a reservation confirmation form is not acceptable. Room service, extra room charges, and internet access fees will not be reimbursed.
- **MEALS:** $25/day is the maximum food allowance; alcohol will NOT be reimbursed. You will only be reimbursed for your own meals – do not pay for other students’ meals or your mentor’s meals.
- **RECEIPTS:** Provide original receipts: credit card receipts will not be reimbursed. Receipts must be itemized, paid receipts showing a zero balance.
- **POSTER PRINTING:** Poster printing reimbursement is limited to $28. Poster printing is available through Media Services, [http://www.ship.edu/media/](http://www.ship.edu/media/)
SUPPLY PURCHASE REIMBURSEMENT

Reimbursement for the purchase of supplies, books, and materials will be obtained by submitting the SU Foundation Grant Expenditure Request form along with receipts via email to ipssp@ship.edu.

- **RECEIPTS**: Provide original itemized sales receipts. Credit card receipts will **not be reimbursed**. Receipts must be itemized, paid receipts showing a zero balance.

- **SUPPLY INVOICES & PROOF OF DELIVERY**: attach original invoice, packing slips and/or delivery invoices as proof of delivery of any supplies you purchase for delivery; Reimbursement or payments will not be issued from order acknowledgements or shopping carts;

- **PRINTING/PUBLICATION**: Try to do in-house printing at the University Print Shop or Media Services;

- **POSTER PRINTING**: This year the UGR Grant Advisory Committee has **limited poster printing reimbursement to $28**. Poster printing is available through Media Services, [http://www.ship.edu/media/](http://www.ship.edu/media/)

INELIGIBLE EXPENSES

- **You cannot incur expenses for another person** including your research advisor or other students.
- **Any expense that is not accounted for on an original itemized receipt** will not be reimbursed.
- **No** stipends or wages
- **No** course related purchases
- **No** equipment (electronic or laboratory devices; software purchases are typically not reimbursed)
- **No** faculty conference-related expenses; faculty field work travel expenses are permitted
- **No** gratuities
- **No** alcohol
- **No** books (unless titles are unavailable through library system)
- **No** membership fees (unless associated with conference registration that results in cost savings over non-member registration fees)
- **No** conference travel to only **attend** a conference; grantee must be a presenter
**FINAL REPORT REQUIREMENT**

*Final reports are due by May 2, 2022.* (Extensions are available upon written request.)

As stated in your grant award letter, a final report is required. Final reports and the information from them are an important mechanism for demonstrating to on- and off-campus audiences the scope, results, and benefits of the Undergraduate Research Program. Such information may prove critical in demonstrating program value and securing additional program resources. Also, the final report provides a degree of closure and accountability to each grant award. In your final report, address the following:

1. Provide a brief summary or abstract of your research project, presentation, or performance. *While the nature of your summary will vary by discipline, traditionally a summary includes a problem statement, significance of the problem, data, methodology, results, and conclusion.*

2. Did your project yield the desired results you were looking for? Please explain your results. If not explain what challenges and issues you encountered and how they were dealt with.

3. Describe how this experience impacted your undergraduate education both generally and in terms of your major area of study. Comment on how this project has impacted your plans for career and professional development.

4. Have or will the results of this research be submitted by the student or faculty for publication? Has or will this research be presented externally at professional academic conferences? Please provide details. Again, these are critical in demonstrating program value and justifying program resources.

5. It is strongly suggested, but not required, that if your research project resulted in a research paper, a poster, or, for an object (i.e., sculpture), that a copy of your paper, poster, or photograph of your project be attached as an appendix item.

Your final report should be at least one page in length and typed. It is strongly suggested that you develop and review a draft of this final report in consultation with your faculty mentor before final submission.

Extensions are available upon written request. Final Reports should be sent via email to ipssp@ship.edu. The subject line of your email should use the following format: **Last Name, UGR 2021-22 #__ Final Report**