CCB LAPTOP/RESEARCH ALLOWANCE PROGRAM

Incoming graduate students may receive an allowance for (1) the purchase of a computer and/or research-related software -OR- (2) the cost of attending one research-related conference. These funds would need to be used by the end of the G4 year. Note that funds may not be used in both categories. Receipts will be required, and this one-time allowance is limited to $1,200.

This form should be returned to Kathy Oakley, Mallinckrodt 132.

Name: __________________________________________   Email: __________________

HUID#: __________________   Research Group ___________________

(if applicable)

I will use these funds for:

_____ Computer/Software Purchase
(Any research-related software must be purchased within 30 days of the original computer purchase.)

_____ Research Conference

Name of Conference ______________________________________

Dates of Conference _______________________________________

Estimated Costs

Travel _________   Lodging _________   Registration Fees _________   Meals _________

Other _________

____________________________________

Student Signature

Please see Kathy Oakley for details. Receipts must be provided within 30 days of the purchase. Note that, due to federal tax law, this allowance is considered taxable income and should be reported on any state or federal income taxes. Funds will generally be issued on the 1st of the month, provided that documentation is received by the 15th of the previous month.

Under special circumstances, these funds may be awarded in advance with a detailed price quote, in which case receipts would need to be provided by 30 days after the funds are issued or the funds would need to be returned.