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## CCB LAPTOP/RESEARCH ALLOWANCE PROGRAM

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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 \$1,500 (effective beginning AY 23-24) .

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.