**T32 Funds Request Form**

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| Date: |  | University ID: |  |
| Last Name: |  | First Name: |  |

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| Which T32 (NISTP, MAD, Motor Control, Human Cognition): |  |
| Lab’s Department: |  | Lab/Department Administrator for Purchasing: |  |

**How to Request T32 Funds:**

1. Please fill out this T32 Funds Request Form and submit to your T32 Director with a cc to NUIN\_T32s@northwestern.edu and  NUIN\_Finance@northwestern.edu for approval and allowability check.
2. Once approved, please follow these guidelines to process the request:
* Supplies / Equipment: work with your lab/department administrator to place the order. The administrator can reach out to NUIN\_Finance for chart string information. Please note that personal computers CANNOT be purchased with T32 funds.
* Research Core Services Costs (ex: Scanning): work with your lab/department administrator to process and reconcile these charges. The administrator can reach out to NUIN\_Finance for chart string information.
* Research Subject Fees: work with your lab/department administrator to process and reconcile these charges. The administrator can reach out to NUIN\_Finance for chart string information.
* Conferences / Travel / Reimbursements: work with NUIN\_Finance
1. Please submit all requests one month prior to the end of your T32 appointment or end of the budget period to make sure there is enough time for processing (MAD’s budget period ends on 04/30; NISTP, Human Cognition, Motor Control on 06/30). Requests submitted less than one month in advance may not be processed.

**Complete the following information for approval and allowability check:**

1. Provide strong justification on how this activity/purchase will contribute to your research training:

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| Be sure to include the following and delete instructions inside box before submitting* + How would the item or event contribute to your research training? Be specific about what added value it would provide. Ex: Opportunity to practice Science Communication Skills and network with top scientists OR X software will push my project forward in allowing me a more efficient means of processing my data.
	+ How would it help you accomplish your training goals?
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1. Provide description of the purchase/event:
	* For Conferences, please provide: Name of the Conference, Dates, Breakdown of estimated costs.
	* For Supplies/Equipment: Item and Description, Estimated Total Cost.

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**Guidelines for Conference Registration and Travel**

* **Conference Registration:**
	+ NUIN\_Finance can place Conference Registration, Membership (see below for allowability criteria), Abstract/Poster Submission on NUIN’s pCard.
	+ If personal credit card is used, reimbursement can only be processed after the conference is completed and proof of attendance provided.
* **Membership Cost** is allowed if it meets ONE of the following criteria:
	+ Conference “Non-Member registration” is greater than the cost of “Membership + Member registration”.
	+ Membership is required to present at the conference directly related to the project. Proof that you presented is required.
* **Flights:**
	+ NUIN\_Finance can connect you with a NU Travel agent to arrange travel.
	+ If personal credit card is used, reimbursement can only be processed after the conference is completed and proof of attendance provided.
* **Other Travel / Reimbursements:** after the event is completed, please provide itemized receipts (allowable travel expenses are listed below), along with the following information:
	+ For conference reimbursements provide proof of attendance (badge, certificate of attendance).
	+ Exact travel days.

**Allowable Travel/Event Expenses**

* **Transportation:**
	+ Flight
	+ Ground Transportation – taxi, rail, parking
	+ Personal auto use (mileage reimbursement) – provide google map showing route and mileage (fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately).
* **Lodging** (cost sharing information may be needed):
	+ Hotel
	+ Airbnb
* **Meals:**
	+ for Individual meal reimbursements you are able to choose between actual meal reimbursements (need itemized receipts) or taking per Diem. Please specify which option you would like to use.
	+ If requesting per Diem, provide the rate for your destination from [per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates). Please note that on travel days, per diem is 75% of government listed amount. Per Diem is not allowed for local travel.
	+ If requesting meal-by-meal reimbursements, receipts MUST be itemized.
	+ NOTE: Alcohol can’t be covered under any circumstances.