# Faculty of Education Graduate Student Research Expense Reimbursement Request Form

## Purpose

## The Faculty of Education Graduate Student Research Fund has been established to support research-intensive graduate students in funding direct research expenses for their theses.

## Amount

* Maximum $800 for PhD students and $600 for MA students over the course of their degree program.
* Note that this funding should be used for stand-alone research costs not covered by the supervisor's research grants.
* Eligible claims will be accepted until the fund is exhausted for the fiscal year.

## Eligibility

* Applicants **must** be current **graduate students** in the MA, PhD programs with a **thesis component** in good standing at the Faculty of Education. They must **not** be beyond the traditional funding period (i.e., beyond four years for a PhD student, beyond two years for an MA student) at the time of application.

## Eligible Research Expenses:

* Research study participant honoraria
* Materials and supplies
* Printing
* Equipment
* Professional transcription and/or translation services
* Software
* Travel to collect data

All expenses must comply with faculty and [university policies.](https://www.uwo.ca/finance/policies_procedures/index.html)

## Ineligible Research Expenses:

* Professional development
* Training
* Memberships
* Conference registration/travel
* Working from home costs such as hydro/utility/internet
* Furniture
* Tuition
* Salaries
* Publication/open access fees
* Alcoholic beverages

## Research Expense Reimbursement:

Step 1: Eligible students request reimbursement for their direct research expenses by submitting this expense reimbursement request form with copies of receipts (PDF or image files) attached to the Faculty of Education Research Office ([edu-researchoffice@uwo.ca](mailto:edu-researchoffice@uwo.ca)) within fifty (50) days of purchase.

Step 2: The Research Office will review the request to ensure it meets the eligibility guidelines. The applicant will be contacted (cc to supervisor) with the information required to file their online expense claim (speed code and account code) if approved. Applicants whose expense claims have not been approved will be notified by email explaining the decision.

Step 3: Expense claims for approved reimbursement requests must be submitted through the [WESTERN ONLINE EXPENSE REIMBURSEMENT SYSTEM](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html) within sixty (60) days of purchase.

## Questions

All questions should be directed to the Research Officer, Faculty of Education (eduresearchoffice@uwo.ca).

## Part 1: Applicant Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Name:** |  | | | | | | |
| **Western Email Address:** |  | | | | | | |
| **Program:** | PhD | | MA | | | EdD | |
| **Year:** | 1 | 2 | | 3 | 4 | | 5+ |
| **Supervisor:** |  | | | | | | |

## Part 2: Research Expenses

|  |  |  |
| --- | --- | --- |
| **Description** | **Date Purchased** | **Amount** |
| **Research Study Participant Honoraria** | | |
|  |  |  |
| **Materials and Supplies** | | |
|  |  |  |
| **Equipment** | | |
|  |  |  |
| **Professional Transcription/Translation** | | |
|  |  |  |
| **Software** | | |
|  |  |  |
| **Travel to Collect Data** | | |
|  |  |  |
| **GRAND TOTAL** |  | **$ 0.00** |

## Part 3: Signature

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature: |  | Date: |  |
| Thesis Supervisor Signature: |  | Date: |  |

## Part 4: Supporting Documents

Please attach the supporting documents at the end of this document.