



BDP Participants: Cohort IX & X

Bridge to the Doctorate Cohort XI

GENERAL PROCEDURES
2016-2018



Stipends & Academic Bonus

Stipends

Each participant will receive \$1,666.66 at the end of each month. In order to pick up the stipend check at the end of the month a Student Monthly Progress Report (See Form 1) has to be submitted by the student to the Academic Coordinator. It is required that the Progress Report includes the student's professors and mentor signature. The form is available at the program website.

Once the academic coordinator approve the Progress Report the student will take a signed authorization (See Form 2) to the Finance Office to pick up the check or a direct bank deposit will be authorized.

Academic Bonus

Each participant will receive a total of three academic bonus of \$4,000 at the end of each semester and summer. In order to pick up the academic bonus check at the end of each period the participant will need to submit the following documents to the Academic Coordinator:

1. Tentative research work plan- at the beginning of each semester
2. School visit evidence (attendees signature and pictures)
3. Semester Report with student & mentor signature
4. Official transcript showing the courses of that semester

Once the academic coordinator approve the documents submitted the student will take a signed authorization (See Form 2) to the Finance Office to pick up the check or a direct bank deposit will be authorized.

Materials

Each participant has a total of \$2,250 per year for educational and lab materials. In order to proceed with materials purchasing the student will download and fill a requisition form completely (See Form 3) from the website which will be submitted with a quote from the selected company. The quote must have only the materials you are ordering. The University of PR is exempt of tax so make sure the quotes don't have any taxes included.

The materials must be for the participant use and have to be for their coursework and research activities. There are certain items that are not approved such as: laptops, backpacks, office materials (paper, printer ink, pens, etc). Also, depending on your order there might be items that you will need to justify, if that is the case we will let you know.

If you send the requisition by email make sure to leave the form editable (excel), so do not convert the file to PDF or any other format.

Once the order is received, the requisition must be approved by the Academic Coordinator and the Project Manager to proceed with the order.

It is your responsibility to follow up on your orders and to make a purchase plan at the beginning of the year to spend that material funds on a timely and effective manner. It is inappropriate to leave your material orders for the end of the period, the federal agency might decide not to provide the funds understanding that the student didn't proceed on time or don't really need those items for her/his research.

Tuition/Fees/Health Insurance and Housing

Each participant has a maximum of \$4,000 per year to cover tuition, fees, health insurance and housing. The Project Manager will prepare a letter explaining the coverage at the beginning of each semester that the student will take to the register office in order to have her/his expenses taking care of.

Travel Funds

BDP participants has a total of \$3,250 per year to sponsor travel associated with attendance to scientific meetings, workshops, short courses, and similar activities. Each fellow will participate in at least one national or international scientific meeting per year. The second year it is mandatory that the fellow presents his/her research work at a professional scientific meeting.

Travel Authorization Process

1. Travel plan letter to the Academic Coordinator
2. Estimate Cost Table : Download from PR-LSAMP Website (See Form 4)
3. Perdiem/Diet-Calculate at \$40 per day when travelling outside of PR
4. Hotel, airfare estimates – The program cover one day before and one day after the activity
5. Copy of website page of the conference (as it applied)
6. Proof of registration, course or conference cost (as it applied)
7. Letter of acceptance in the conference or research collaboration

Once the Academic Coordinator approves your travel application the Project Manager will work a formal Travel Authorization Form (See Form 5) that you will download from the PR-LSAMP page and fill out the following fields in English :

- #2: Date
- #4: Full Name, Postal Address, Phone Number and Email
- #5: Vendor Number
- #11: Full Name
- #18: A general explanation of your trip: Conference name, place to visit, dates, what will you accomplish during your visit and how this will impact your research.
- #19: Date of your departure and arrival and the time, Place to visit and complete information of Lodging (Name of hotel, address and telephone).

- #23: Include estimate costs according with your travel expense table:
 - a. the administrative office will buy your final airfare ticket, but you have to submit an estimate with your travel form.
 - b. usually you can reserve the hotel, just make sure you can cancel without penalties.

When finish, send the form by email to zulma.crespo@upr.edu in editable format (word), do not convert it to other formats since the Project Manager will need to include additional information before it can be printed.

Once the travel office finish with correction on the form or necessary changes you will sign the form and your application is ready to be formally approved by the Resource Center for Science and Engineering (RCSE).

Once Travel Authorization is Approved

You will receive a call or an email letting you know that your travel has been approved and only then you will:

1. Pay registration (as it applied)
2. Make hotel reservation (if you haven't done it yet)
3. Make other arrangements as necessary

You shouldn't buy or pay anything until your trip is approved because the program won't reimburse any expense in case the travel application is not approved.

You will receive a check with the advance expenses required in the authorization form, usually few days before your trip.

Travel Liquidation Form

Any official who has made a duly authorized trip is required to file Form Liquidation, Model MCOO6 (See Form 7) **within the next twenty calendar days after the date of return to Puerto Rico**. The administrative staff will fill out this form for you. However, you must submit the following documents:

1. A **narrative report** in English about the activities and achievements during the trip. This report must include your postal address, a telephone number where you can be reached during business hours, and a valid email address.
2. Download the **Breakdown Table of Expenses** from the website (See Form 6) and fill it out with the incurred during the trip, send it by email in its original format to Zulma I. Crespo and Angellie González.
3. Adhere the original documents evidencing such expenses:

- a. Flight itinerary – Is important to clearly state the date and time of departure and arrival in Puerto Rico. This is essential to calculate the final per diem/diet. Remember to discount the food provided in the activity. (The breakdown of the diets is: breakfast \$8.00, lunch for \$14.00 and dinner \$18.00, for a total of \$40.00 per day. Refer to the table below for the hours that applies diet).

	Starting before	Return after	U.S.
Breakfast	6:30 a.m.	8:00 a.m.	\$8.00
Lunch	12:00 m.	1:00 p.m.	\$14.00
Dinner	6:00 p.m.	7:00 p.m.	\$18.00

- b. **Copy of Boarding passes**
- c. **Original receipts of baggage charges and taxi. Must submit original receipt because the Central Administration do not authorize refunds without this original receipts.**
- d. **Original receipt of lodging** – This should be the breakdown of expenses per day and should not include any charges such as meals, movies, etc., or unauthorized charges on your travel order as the internet or charged calls.
- e. **Original receipt of registration or enrollment.**
- f. **Ground transportation expenses**, such as taxis, buses, etc. must be presented in detail: date, place and cost.

In order to be efficient with this final process, we will appreciate that you bring all the information and evidence together.

In case that you have to reimburse make a check or money order payable to the University of Puerto Rico by the unused amount of the advance of funds received. If you spend more that it was estimated on your approved expenses a reimburse check will be generated.

Finally, congratulations for being part of the Bridge to the Doctorate Program, we wish you academic success and will be here to support you in any way we can.