

PUERTO RICO LOUIS STOKES



ALLIANCE FOR MINORITY PARTICIPATION



PR-LSAMP Students' Field Trip

Puerto Rico Louis Stokes Alliance for Minority Participation

GENERAL PROCEDURES

2017-2018

Welcoming

We are excited to welcome you to the Puerto Rico Louis Stokes Alliance for Minority Participation (PR-LSAMP). You are part of an exceptional program with 25 years of existence, where many undergraduate students started their initial steps as future successful and recognize scientists. It is our goal that every participant take advantage of all the benefits that our project has to offer. The purpose of this newsletter is to provide all the necessary information regarding your responsibilities and benefits as a PR-LSAMP participant. Thank you for choosing our project, we hope your year ahead is both challenging and successful.

Participants Requirements

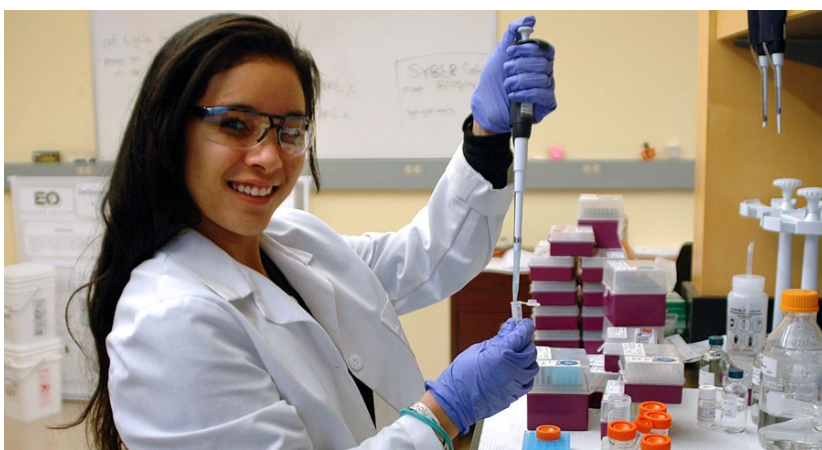
As a PR-LSAMP participant you must comply with the following:

1. Attend all the workshops scheduled by the PR-LSAMP program as well as those scheduled by his/her research mentor.
2. Comply with the requirements established by his/her research mentor regarding the hours to be dedicated to the research work in the lab.
3. Maintain a GPA and a Major GPA of at least 3.10.
4. At the end of each semester the student must submit to his research mentor a narrative report that not exceed three (3) pages including: a summary with pictures, supporting documents, graphics and tables that specifically describes the accomplishments of the research conducted. This report should be uploaded through the PR-LSAMP student electronic profile for the research mentor approval. Once the mentor gives compliance the PR-LSAMP Program will proceed to pay the research stipend.
5. Present his research work at the Annual Puerto Rico Interdisciplinary Scientific Meeting / Junior Technical Meeting (PRISM/JTM).

Participants Benefits

Fellowship Stipends

At the end of each period (Fall, Spring & Summer) the participants may receive a stipend of \$800. In order to receive the fellowship stipend the following process needs to be completed:



1. By the end of each period the Academic Coordinator will send a communication letting you know when is the deadline to be confirmed by your mentor
2. Your mentor will need to confirm your participation in our website (Follow up on this, you won't get paid until we receive that confirmation)
3. Only the confirmed students on the deadline will get paid on that first voucher
4. Following vouchers will be submitted for payment once a week or biweekly

Materials Purchasing

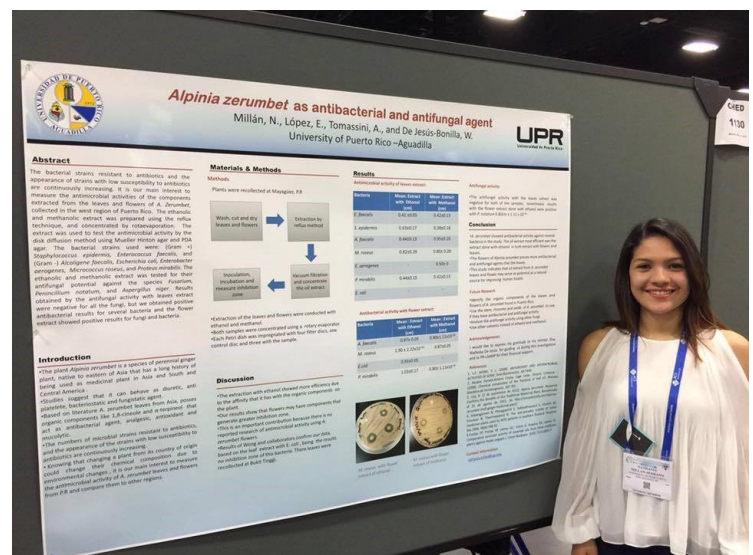
- ◆ Each participant has a total of \$400 per year for educational and lab materials. In order to proceed with materials purchasing the student will download and fill a requisition form from the website (See in Forms) which will be submitted with a quote from the selected company. The quote must have 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 as materials purchases, such as: 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.
- ◆ Send the requisition order and the quote to: zulma.crespo@upr.edu & angellie.gonzalez@upr.edu. If you send the requisition by email make sure to leave the form editable (excel), 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 not recommended 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.
- ◆ At this time we are not able to reimburse the participant, so do not buy materials expecting to be reimbursed.

Travel Funds

PRLSAMP participants may apply for funds to sponsor travel associated with attendance to scientific meetings, workshops, short courses, and similar activities. To assure that your travel request is manage in an effective timely manner, we should receive your request at least three weeks before the expected travel date.

In order to apply for the travel stipend benefit follow these steps:

1. Enter to your profile on our website
2. Go to: Available Activities for Registration
3. Click on Register
4. Select the Type of Travel Requested
5. Fill the information regarding your travel
6. Under Supplementary Documents upload
 - ◆ Letter of Recommendation
 - ◆ Letter of Acceptance
 - ◆ Estimated Travel Expenses
9. Click on Register



Once we receive your information the Academic Coordinator and the Project Manager will evaluate your request for approval. If necessary we will request additional information. Once we have all necessary information you will need to sign the final Travel Order.

Once Travel Request is Approved

If it applies, we will purchase your airfare ticket and according to approval funds, you will receive a check prior to your travel date.

Travel Report Form

You must submit the following original receipts as it applies of the following:

1. Boarding Passes
2. Taxi
3. Baggage Charges
4. Hotel
5. Registration
6. Any other expense cover by PR-LSAMP (except per diem)

Even though the travel process is automatic, it is always recommended that you follow up on your request by either emailing or calling our office.



General Information

Keep your postal address, email and telephone number up to date in your profile. In case you have to make changes, besides making the changes on your profile it is imperative that you send an email informing the change to zulma.crespo@upr.edu & angellie.gonzalez@upr.edu.

By changing the information in your profile the process is not completed, since the office that manage your payments won't make changes in the system unless we let them know.

In order to receive your payments without any delay it is your responsibility to make sure we have your personal information updated.

Congratulations for being part of PR-LSAMP community, we wish you academic success and will be here to support you in any way we can.