



Field Trip 2018

Bridge to the Doctorate Cohort XII

GENERAL PROCEDURES
2018-2020



Stipends & Academic Bonus

Stipends

Each participant will receive \$1,666.66 at the end of each month. In order to pick up the fellowship check 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 Progress Bonus

Each participant will receive a total of three academic progress bonus of \$4,000 at the end of each semester and summer. In order to pick up this 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. Final semester research report signed by the mentor
3. School visit evidence (attendees signature and pictures)
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 .

Materials

Each participant has a total of \$2,250 per year for educational research and lab materials. 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 for his/her coursework and research activities. There are certain items that are not approved as materials, 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), do not convert the file to PDF or any other format.

Once the information 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. The finance office won't accept requisition orders three month before the end of the project. So, your total material funds should be spent by April 2020.

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 tuition coverage at the beginning of each semester. The student will take the letter to the register office in order to have her/his expenses taking care of.

Travel Funds

BDP participants has a total of \$3,500 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.

Important highlights regarding travel orders:

1. To have enough time to work on you travel arrangements it is requested that you apply for travel funds at least one month before your trip.
2. We will buy your airfare ticket, we won't be able to reimburse if you buy it.
3. In order to get the best price possible, as it applies you can make hotel reservations, since usually hotels won't charge your credit card until you arrive. However, make sure that you can cancel that reservation if your trip is not approved.

Travel Authorization Process

Through our website apply for travel funds:

1. Send a travel plan letter to the Academic Coordinator
2. Include Estimate Cost Table : Download from PR-LSAMP Website (See Form 4)
3. Perdiem/Diet-it is calculated at \$40 per day when travelling outside of PR
4. Include: 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).

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 can:

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

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 approved 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 MCo06 (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. **This form must be signed in original.**
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 (zulma.crespo@upr.edu) and Angellie González (angellie.gonzalez@upr.edu).
3. Adhere the original documents evidencing such expenses:
 - a. **Original receipts of baggage charges** - Must submit original receipt.
 - b. **Original receipt of lodging** – This should be the breakdown of expenses per day regarding hotel charges.
 - c. **Original receipt of registration or enrollment.**
 - d. **Ground transportation expenses**, such as taxis, buses, etc. must be presented in detail: date, place and cost. In case of UBER you can print the email you received after using this service.
 - e. **Any other receipt of expenses covered on your travel order.**

We will appreciate that to help us to be efficient with this final process, you bring all the information and evidence together.

Once we finish filling this form you will sign it and we will inform you if you have to reimburse unused funds or if the project owe you money.

In case that you have to reimburse you will make a check or money order payable to the University of Puerto Rico. If we owe you once the form is signed you will receive a check within the following month.

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