



## STUDENT FUNDING PROCESSING GUIDELINES

Congratulations on receiving funding to support your research and inquiry project!  
Please follow these guidelines to process your funding.

Any funding you are awarded in Fall 2023 or Spring 2024 will need to be spent by the end of the 2023-2024 academic year (April 26, 2024), with the exception of travel in May or June 2024.

If you have any questions regarding processing of OSR student funding awards, please contact Amorette Barber at [barberar@longwood.edu](mailto:barberar@longwood.edu) or [osr@longwood.edu](mailto:osr@longwood.edu) OR Katie Manis at [maniskh@longwood.edu](mailto:maniskh@longwood.edu). It is better to ask any questions you have BEFORE you purchase research supplies or travel so please do not hesitate to ask us your questions.

### 1) Accept the award:

- Please complete the **Student Funding Acceptance** form:  
[Student Funding Acceptance Form](#)  
or  
[https://businesslongwood.az1.qualtrics.com/jfe/form/SV\\_bNHOiTazmMTcfRA](https://businesslongwood.az1.qualtrics.com/jfe/form/SV_bNHOiTazmMTcfRA)

### 2) Process your Student Funding:

- If you received a **Student Research Funding Award**, please follow this procedure to process your funding:
  - You will need to work with your faculty mentor and Katie Manis to purchase your requested research supplies. Please do not purchase the research supplies with your own money, you will need to have your department purchase the research supplies on your behalf.
  - You will need to use the Academic Affairs Procurement form to submit your order. Please complete the Procurement form and have your faculty mentor email the completed form to Katie Manis at [maniskh@longwood.edu](mailto:maniskh@longwood.edu). Please also cc your departmental administrative assistant so they are aware that an order is going to be delivered.
  - All orders for supplies will then be processed through the Academic Affairs Procurement Officer (AAPO) via [aaprocedure@longwood.edu](mailto:aaprocedure@longwood.edu).
  - Please remember that any research supplies that you purchased with OSR funding are property of Longwood University and need to remain at Longwood University after completion of your research project.

- If you received a **Student Travel Funding Award**, please follow this procedure to process your funding:
  - Complete the **Travel Information Form** and list all of the expected expenses of your travel.
  - State travel policies and regulations will determine the approved costs/reimbursement amounts. You can find the Per Diem Rate for lodging and meals for your destination using this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> .
  - Please note that the use of Air BnB for travel accommodations **is not a state-approved lodging option for travelers**. You will not be reimbursed for lodging if you use Air BnB.
    - You will need to work with your faculty mentor and departmental administrative assistant to complete a **Request for Travel Authorization (RTA)** form. This form needs to be completed **BEFORE** you travel. Please allow plenty of time to process this form. Try to aim to complete this form at least 4 weeks before your travel if possible. You will need to share the completed Travel Information Form with your departmental administrative assistant to assist them with completing the RTA.
  - A copy of the completed RTA needs to be sent to Katie Manis at [maniskh@longwood.edu](mailto:maniskh@longwood.edu).
  - The Office of Student Research can prepay for registration and transportation expenses (airfare and train). If a hotel participates in the direct billing process, which is to invoice the university the cost of the lodging, then the lodging can be paid directly by the university. If not, then you will be reimbursed for travel costs, such as lodging, mileage, and meals after you have completed your travel and have submitted all receipts for travel. Please work with your departmental administrative assistant to determine if aspects of your travel costs (registration and travel fees) can be prepaid.
  - While you travel, it is essential that you save **itemized receipts** for expenses that were not prepaid. This may include itemized bills showing hotel costs, food and beverage costs, and public transportation costs (taxi/bus/metro, etc).
  - Within 30 days of your travel, you need to submit your **itemized receipts** from your travel expenses to your departmental administrative assistant. After this, you will need to complete and submit a **Travel Expense Reimbursement Voucher (TERV)**.
  - A copy of the completed TERV needs to be sent to Katie Manis at [maniskh@longwood.edu](mailto:maniskh@longwood.edu).

### 3) Present your research at the Fall or Spring Student Showcase for Research and Creative Inquiry

- You are required to present your research and inquiry projects at the Fall or Spring Student Showcase for Research and Creative Inquiry. You can find information about registering for the Student Showcase here: <https://www.longwood.edu/studentresearch/student-showcase-for-research-and-creative-inquiry/>

#### 4) Student Research Funding Final Report:

**By April 26, 2024:** Complete the Student Research Funding Final Report. Failure to submit this form may result in a student being ineligible for future funding from the Office of Student Research. You can access the Final Report form using the link below or on the [Office of Student Research website](#).

[Student Research Funding Final Report](#)

or

[https://businesslongwood.az1.qualtrics.com/jfe/form/SV\\_1Cb4I5Uh0G82AgC](https://businesslongwood.az1.qualtrics.com/jfe/form/SV_1Cb4I5Uh0G82AgC)