

Tri-Institutional PhD Programs in Chemical Biology and Computational Biology & Medicine

Research Allowance Policy

Revised August 20, 2025

The research allowance program is a benefit offered by the Tri-Institutional Programs in Chemical Biology and Computational Biology & Medicine. The outlined policies and allowable expenses serve as a guide to ensure these funds are used effectively to support your academic and professional development. **We encourage you to utilize this allowance thoughtfully and responsibly, aligning your spending with the program's intent.**

Funding for the research allowance program is subject to annual budgetary approval by the Tri-Institutions. Students must be in good academic standing to receive funding. Students on academic probation or not meeting milestones cannot access allowance funds until good standing is regained. Leaving the program with a terminal master's degree terminates access to research allowance funds. If you join a Rockefeller University lab, unspent funds are transferred, and reimbursements are managed by the RU Dean's office.

Research Allowance Breakdown

Annual Allowance:

- Year 1: \$2,500
- Years 2-5: \$1,500

Carryover:

- Carryover is allowed each year if funds are not spent
- All funds expire at time of student's graduation. Any unused funds will be forfeited.

Get Reimbursed!

- **New Deadline:** Submit requests within 60 days of purchase or it will not be processed¹.
- Tri-I office approves and processes reimbursements.
- Weill Cornell/SKI campuses receive funds through payroll.

Research Allowance: What You Can Spend On

Getting Started (Year 1):

- Moving expenses (Year 1 only)
- Official transcripts and test reports (Year 1 only)

Research & Development:

- Books for your thesis research
- Subscriptions to scientific journals
- Professional organization memberships

¹ Please refer to the email announcement for more information about this new deadline.

Conferences & Local Travel:

- Travel to scientific conferences (up to \$1,500/year) - covers registration, travel, room & board
- Local travel for required courses outside Tri-I (e.g., Metrocard)

Professional Development:

- Computer and related expenses (up to \$3,500) - desktops, laptops, tablets, software, peripherals (prior approval needed for large purchases). **Please contact the Tri-I office before purchasing equipment. Equipment purchases need to be made through the WCM bookstore (to ensure best pricing). Requests for reimbursement for equipment purchases outside of the bookstore, will no longer be accepted.**
- Vision and dental insurance (including qualifying family members)
- Internet service (if not provided in housing)

Year 2 Moving Expenses:

- In exceptional circumstances and with prior approval from the Tri-I office, moving expenses may be covered in Year 2 if the move is directly related to a thesis lab selection.

Public Transportation Reimbursement

Students living in off-campus housing or distant on-campus housing can be reimbursed for a portion of their monthly public transportation costs. Here's the breakdown:

- **Maximum Reimbursement:** \$65 per month (**new**)
- **Eligibility:** Applies if you reside in qualifying housing, including off-campus

Note: This benefit is intended to help offset commuting expenses, not cover them entirely.

Year 5 Expenditures:

- Research allowance funds are not intended to cover expenses incurred in Year 5 for post-doctoral research positions. These are separate costs associated with your job search.

Reimbursement Process:

- Students pre-pay for expenses and then submit a reimbursement request form with a copy of the receipt and credit card statement.
- **New Deadline:** Submit requests within 60 days of purchase or it will not be processed.

Important Notes:

- Funds cannot be used for lab supplies (consult your PI).
- Unused funds carry over each year. We are carefully tracking expenses for each student.

Questions?

If you need additional information regarding the use of the research allowance or reimbursement process, please contact: Francine Collazo-Espinell (fcollazo@med.cornell.edu)

Expense Reimbursement Form

Student Name:

CWID:

	Expense Period
From:	
To:	

Business Purpose:

Please use pre-tax amounts for expenditures > \$100. For travel, you may include all taxes.

Please provide proof of payment (foreign currencies must be converted to US dollars).

For conference reimbursements: Provide a flyer showing conference dates.

Itemized Expenses

[illegible]

Don't forget to attach receipts!

Student Signature

Date

Please send this form and all supporting documents in one pdf file to:
Francine Collazo-Espinell, fcollazo@med.cornell.edu.