

**Boston College Graduate Nurses' Association**  
**Policy for Student Reimbursement of Research Expenses**

The Graduate Nurses' Association will provide support to graduate nursing students who are engaged in the generation and dissemination of new knowledge relevant to the field of nursing or one of its subspecialties. Graduate nursing students who are conducting original research are eligible to apply for financial support. This support is intended to increase the scholarly output from our graduate students by defraying administrative, travel and consultation expenses.

Requirements

All applicants must:

- Be enrolled as a student in a graduate degree program (MS or PhD) within the William F. Connell School of Nursing
- Have completed at least one semester of coursework as a graduate student within the William F. Connell School of Nursing at the time of application
- Retain original receipts for all expenses for which reimbursement is requested
- Submit completed applications for the 2011-2012 academic year during the open application period beginning **February 13, 2012** and ending **February 26, 2012**

For reimbursement of research-related expenses:

- The applicant must be the principal investigator of the study for which financial support is being sought
- Research studies must be original and intended to either a) result in publication in a scholarly journal, or b) satisfy the requirements associated with graduate-level research coursework (such as Survey Methods or Psychometrics) at Boston College
  - If the intent of research is to result in publication, proof of IRB approval must be submitted with the application
  - If the research is intended to satisfy the requirements associated with graduate-level research coursework, a letter from faculty attesting to the need for such research activities must be submitted with the application
- Eligible expenses include transportation, participant incentives, research software, consultation fees or materials for studies. Original receipts must be provided upon application approval.
- Expenses must be incurred during the 2011-2012 academic year (beginning September 6, 2011 and ending May 15, 2012)
- Applications are limited to one (1) per student per academic year

Procedure

- Perform eligible research activities. Retain all original receipts.
- Complete the attached Application for Student Reimbursement of Research Expenses.
- Submit your completed application and any other required materials to the GNA between the dates of **February 13, 2012** and **February 26, 2012**. During this time period, applications may be printed and left in the designated box located in the GNA cubicle in Cushing 334, or they may be submitted electronically to [bcgradnurses@gmail.com](mailto:bcgradnurses@gmail.com).
- A committee of one faculty member and (at least) two GNA officers will review applications and notify applicants of their approval status by March 31, 2012.
- Once approved, applicants must submit original itemized receipts, fill out a university-wide student reimbursement form (to be provided upon application approval), and submit proof of activity registration. Detailed information will be included in the letter stating your award status.

Reimbursement

- Amount awarded will be dependent on the number of qualified applicants.
- Only a specific amount of money is available from the GNA each year, and it will vary from year to year depending on the budget.
- *Applicant will be reimbursed the previously determined amount after all receipts are submitted.*

**All decisions of the GNA are final.**  
**Questions should be directed to the GNA Co-Chairs or GNA Faculty Advisors.**

**Boston College Graduate Nurses' Association**  
**Application for Student Reimbursement of Research Expenses**

**Applicant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Eagle ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Expected Month/Year of Graduation: \_\_\_\_\_/\_\_\_\_\_

**Research Information**

Title of Research Protocol: \_\_\_\_\_

Purpose of Research Activity:                      Publication                      Course requirement

*For research intended for publication, attach evidence of IRB approval. For research conducted to fulfill course requirements, attach attestation from faculty.*

Name of Faculty Mentor(s): \_\_\_\_\_

How will your participation in this research activity benefit you professionally? Please describe in at least 50 words.

Will you be receiving any other financial or in-kind support for this activity?      Yes                      No

If yes, please specify amount and source(s): \_\_\_\_\_

Please provide an estimated itemized budget for this research activity below. Attach a separate document if necessary.

	<b>Description</b>	<b>Subtotal</b>
<b>Transportation</b>		
<b>Participant Incentives</b>		
<b>Materials</b>		
<b>Consultation Fees</b>		
<b>Software/Technology</b>		
<b>Other (please specify)</b>		
	<b>TOTAL:</b>	

I have reviewed the policy for reimbursement provided on the previous page. I understand that I will need to save and eventually submit original receipts for any expenses for which I am requesting reimbursement, including boarding passes for air travel (if applicable). By typing my name in the space below, I attest that these expenses meet the Graduate Nurses' Association's criteria for reimbursement and that the information I have provided is accurate to the best of my knowledge.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_