Guidelines for EEES Graduate Student Research and Professional Development (RPD) Funds

Eligibility – All EEES graduate students who are in good standing and in years 1-5 of their program.

Allocations – Eligible students are entitled to an annual allocation that is presently at $2,000. Any unspent portion of an individual's RPD Fund may be carried forward for use into the next fiscal year up to a maximum of 2 x the annual allocation (presently $4,000). Students may not borrow against future RPD Funds

Guidelines - In utilizing RPD funds, individuals must adhere to all Dartmouth policies and procedures and must meet all Internal Revenue Service stipulations regarding appropriate expenses and required documentation. All expenses must be reimbursed within the fiscal year in which they are incurred (1 July to 30 June). RPD Funds may not be used for graduate student compensation of any kind.

These monies can be used to support several of the expenses associated with ongoing research and professional development activities. These include:

- Business related travel expenses, for example, to meetings of professional associations or for research activities; and business-related meals.
- Membership in and/or subscriptions to professional organizations and periodicals (lifetime memberships are not allowed).
- Books, journals and other scholarly materials.
- Manuscript submission fees.
- Personal computer or laptop (hardware) in the 1st or 2nd year of graduate study only. Software updates or peripherals allowed after that.
- Specialized software, computer peripherals, and specialized databases and data collection costs.
- Research equipment, materials and supplies.
- Hiring of undergraduate students to assist with research activities (typically field work).

Additionally:

- All items purchased are the property of the College.
- Accounts may not be overspent.
- Students may pool their RPD funds for a project or joint purpose.
- There is no application process - students who are eligible (see above section on "Eligibility") will be granted the appropriate allocation for the fiscal year.

Access to Funds -

Please contact Amy F. Layne with questions on accessing these funds. Submit all receipts for reimbursement to Amy Layne.