



DCUR Award Disbursement Procedures

Drapeau Center for Undergraduate Research (DCUR) grant funds for all categories (project support, student stipend, travel) will be transferred to the budget string provided by your mentor on the Mentor Support Statement that you included in your application. Funds for grants awarded in the spring will be disbursed at the end of May; funds for grants awarded in the fall will be disbursed at the end of December. **Exception: The Drapeau Summer Research Grant stipend check will be made out to you** and disbursed in June. The check will be mailed to you at the address listed on your tax form (see below).

Administrative Procedures:

- **All purchases, payment of stipends, and travel advance and/or reimbursement will be coordinated by your mentor or designated school personnel, not by DCUR staff.**
- **University policies and procedures pertaining to personnel, purchasing, travel, and research administration must be followed in the use of funds awarded through DCUR.**
- **Please keep a thorough accounting of purchases and payments made for your project** because you will be required to submit a detailed list of expenditures with your **final report** (see below). All items purchased with grant funds and not consumed during your research or creative activity must remain at the University.
- **Requests for changes to the approved grant budget of \$100 or more must be submitted to dcur@usm.edu for approval prior to implementation.**
- **Before you can be paid a stipend, you must have either a Social Security Number or an Individual Taxpayer Identification Number (ITIN; W-7 form) and complete one of these two tax forms (available on the [Internal Revenue Service \(IRS\) website](#)):**
 - *U.S. citizens or resident aliens* must complete a **W-9** Taxpayer Identification Form.
 - *International students* must complete a **W-8BEN** Tax Withholding Form.
- **If your project involves travel, you must adhere to University travel policies and complete the required University travel forms** (download from [Procurement Services website](#); Excel workbook with multiple tabs).
 - **To be eligible for reimbursement of travel costs, you must complete a Permission to Travel (PTT) form at least two weeks prior to your trip** (PTT tab in travel forms workbook). Your mentor or designated school personnel will need to help you complete the relevant sections and send the completed, signed PTT to Procurement Services for approval. Please note:
 - Registration fees can be charged to a university procurement card with an approved PTT.
 - You can request a travel advance of up to 80% of the estimated costs that you must submit with your completed PTT (TR ADV AGMT tab in travel forms workbook).
 - **Within two weeks after you return, you must complete a Travel Voucher form** (TV tabs in travel forms workbook). Your mentor or designated school personnel will help you complete and send the signed form to Procurement Services for approval.
 - Travel reimbursements may take several weeks from the date Procurement Services receives the completed Travel Voucher form.

Final Report Submission for DCUR Grants:

A few weeks prior to the end of your project, you will receive an email from a DCUR administrator. You will be asked to complete a report template that includes a narrative portion and a budget portion. You may need information from your mentor or school personnel about purchases for your project (see Administrative Procedures), so don't be afraid to ask them for assistance.

You must submit the final report as a **Microsoft Word document** attached to your reply email by the stated deadline.

If your DCUR grant included travel funds, you must submit your approved travel voucher as part of your final report.