You received funding!
Is it a research/travel grant or is it a scholarship/fellowship?

Scholarship/Fellowship*
This will be paid out as a direct deposit to your bank account according to your settings on myCUinfo. If you have an outstanding bill, the scholarship will go towards your bill and you will receive any remaining funds as a direct deposit.

Many scholarships will be automatically processed. If you are unsure, you can talk to Diana Wilson for more information about the payment timing.

*NOTE: Scholarships can affect your financial aid package.

Research/Travel Grant
Is it internal department funding or is it funding from a CU campus source?

CU Campus Funding
Talk to Diana Wilson about where the funding source should transfer the funds.

Department Funding
The funds are already in the department.

Now that your funds are in the department, you can begin to purchase your research equipment/prepare for your research or conference travel.

See Chart: “Research and Conference Spending”
Research and Conference Spending

**WHAT YOU CAN USE THE MONEY FOR**
Particular grants may stipulate how you spend the money. The following is a quick list of how university money can be spent.

- Travel
- Per diem
- Travel Visas
- Research Equipment/Software*
- Other Research materials

*NOTE: Research Materials/Equipment purchased with CU or Federal Funds will remain property of CU after research is complete.

**Research Grants**

**Pre-Pay with Grant Money**

- Travel
- Conference hotels (if ≥3 students are attending the same conference)
- Conference Registration
- Research Equipment/Software
- Research materials

**Conference Grants***

- Conference Registration
- Travel
- Lodging
- Per diem

*NOTE: All CU Anthropology Graduate Students have a right to $600 for domestic conference travel per year, IF you are presenting a paper/poster. Talk to Diana Wilson about the process to access these funds.

**Post-Travel Reimbursement**

- Travel*
- Lodging
- Per diem
- Research Equipment/Software
- Research materials

*NOTE: Airfare can only be reimbursed IF your ticket price is equal to or less than the price quoted for the same dates by the University travel agent. If the University price is less, you will not be eligible for reimbursement.

**Research and Conference Spending**

**HOW YOU SHOULD USE THE MONEY**
It is best to pre-pay for as many expenses as possible. This will prevent you from paying out of pocket and waiting for reimbursements.

**How to Pre-Pay**
Talk with Diana Wilson early in the process about your travel/research. She can help you with the following:

- Book flights through Concur
- Pay your conference registration
- Pay for your conference hotel
- Pay for research equipment

**How to Request Reimbursements**
Fill out a Reimbursement Form (printed copies are available in the main office in Hale), and submit the form to Diana Wilson as soon as you return from your travel.*

*NOTE: You can only be reimbursed for items AFTER you have completed your travel, so plan accordingly.

**When you will be Reimbursed**
Once your travel is complete, you can expect to receive your reimbursement in 2-3 weeks after you have submitted the Reimbursement Form. Your reimbursement will be paid out to the bank account registered on myCUinfo.