

## MEMORANDUM

**To:** Research Awardees  
**From:** Jennifer Gee Campbell - Assistant Director, Strategic Research Initiatives  
**Re:** Research Allowance

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Please be advised of the following conditions pertaining to your yearly research allowance:

- 1) The research allowance indicated in your award letter is available for each fiscal year of your award (July 1 to June 30). This allowance is made available for travel to conferences and other academic meetings, research equipment, materials and supplies, relocation to and from the laboratory (where applicable) and other costs directly related to the research.
- 2) Please note that the research allowance is administered by the financial office in your institution. You should contact the appropriate office to claim the allowance and determine the conditions for payment.
- 3) We recommend that you attempt to make travel plans as far in advance as possible so as to obtain optimum rates.
- 4) Please note that any unused portion of the research allowance can be carried over to the next fiscal year.

