

URI Support Fund - Checklist for Applicants

Please review the full [Program Guide](#) for additional details, or contact the URI (uri@ualberta.ca) if you have any questions.

Submitting your application:

- I am submitting my application **at least 4 weeks in advance** of when I will incur the expenses
- **I have not already incurred** any of the expenses included in my URI Support Fund application
- I have included **an itemized budget in my application** describing the specific expenses I am applying for the URI Support Fund to cover (up to a maximum of \$500)
- I have included supporting documentation to justify of the cost estimates in my budget (e.g. quotation, link to catalog number on vendor website, etc.)
- **I am not applying for expenses listed in the Exclusions section** of the URI Support Fund [Program Guide](#)
- My proposed expenses align with the following University policies (as applicable):
 - For travel expenses: [Travel Reimbursement Procedure](#) and [Schedule of Allowable Travel Expenses](#)
 - For goods and services (non-travel) expenses: [Goods and Services Expense Reimbursement Procedure](#)

Incurring your Expenses (within 90 days of URI Support Fund approval):

- **I have received approval from the URI Support Fund** for my expenses
- If my project requires research ethics approval, **I have submitted a copy of my ethics approval** to the URI office (The URI will not reimburse your expenses prior to receiving this approval).
- If I am incurring the expenses on a U of A speed code or U of A credit card, I have contacted the URI for instructions about how to make my purchase. (**Note: Failure to contact URI in advance may result in your expenses not being reimbursed**).

After incurring your expenses (within 30 days of incurring your expenses):

- I have submitted my [URI Support Fund Final Report](#)
- **The person who incurred the expenses** has [made an appointment](#) with the URI to do the reimbursement paperwork
- I have the following documentation for my reimbursement:
 - **Original proof of payment** (i.e. receipts) listing the itemized expenses you are getting reimbursed, the date of the expense, and the method of payment
 - **Proof of travel** (if applicable): e.g. boarding passes if you are getting flight expenses reimbursed.
 - **For activities involving multiple students:** a list of all students whose participation was supported by the URI Support Fund
 - **For catering expenses:** a list of all attendees, the date of the event, and the total cost per person (not to exceed \$15/person).