



I. Overview

Neuroscience Scholars Program enrichment funds exist to support a Fellow's career development. A supplement of \$1,500 is available for each year of the NSP Fellowship. Enrichment supplements are on a "use or lose" basis, from one fiscal year (July 1 – June 30) to the next. The activity must begin and end on or before June 30 to qualify for the earlier fiscal year regardless of when the funds are actually paid. Fellows are strongly encouraged to use these funds each year, as many Fellows report that their research and careers advance significantly due to their attendance and participation in activities supported by these funds.

II. Allowable Enrichment Fund Uses

Examples of enrichment funds uses include, but are not limited to:

- Conferences, meetings, symposiums
- Nondegree required course work, in-person and online
- Laboratory visits to learn specific technical skills and/or scientific approaches
- Visiting a mentor's or collaborator's lab
- Books (limited case-by-case basis)
- Specialized software or specialized laboratory equipment (limited case-by-case basis)
- Skill-oriented workshops (e.g. writing, computer programming, software implementation, research techniques)
- Career advancement activities such as a career development workshop or postdoctoral job talk

For the activities above, covered expenses include:

- Meeting/Event Registration
- Meals and Incidental Expenses (M&IE) per diem (based on US Government daily rates for each city)
- Airfare/travel (on US flag carriers)
- Lodging (based on US Government lodging per diem rates for each city)
- Ground Transportation (taxis, mileage, parking, etc.)

III. Unallowable Enrichment Fund Uses

It is expected that unallowable expenses are covered by your research advisors, other grants/fellowships, and/or out of pocket. Expenses not permitted include, but are not limited to:

- Costs associated with participating in a SfN-sponsored activity
- Costs associated with career transitions (moving trucks, moving services, car rentals, etc.)
- Computers (laptops, desktops, tablets, etc.)
- Animals
- Cells
- Laboratory supplies and general laboratory equipment
- College tuition
- Textbooks for undergraduate and graduate courses
- Exam fees
- Alcohol
- Entertainment/Recreation

If you have a question about NSP enrichment funds, please contact nsp@sfn.org



IV. **Enrichment Fund Guidelines**

Upon acceptance into the program, Fellows are required to submit a W9 in order to receive the travel award. At the end of each calendar year, Fellows may receive Form 1099 prepared in accordance with IRS rules.

Fellows should submit a request 60 days in advance of the activity to allow time for processing. **It should be noted that Fellows may request funds as a reimbursement for activities already completed.** All activities must be approved in advance. Fellows must notify nsp@sfn.org immediately after submitting a request to verify that the request was received properly. Enrichment funds will be issued as a check directly to the participant prior to the activity after approval. Participants will be responsible for costs incurred with unauthorized use of enrichment funds.

Per Diem

For those days spent traveling for, and participating in, an enrichment fund-related activity, SfN will pay up to 100% of the US General Services Administration (GSA) per diem rate for meals and incidental expenses (M&IE) as well as lodging.

M&IE

- The GSA has predetermined M&IE rates based on city and time of year. In order to determine your rates, please visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Please note that if an event or workshop (such as Gordon Conference) includes meals in the registration cost, you may **not** request, and will **not** receive, M&IE per diem for days meals are provided.
- In order to receive M&IE per diem, you **MUST** submit a sample travel itinerary AND a registration page or other activity verification with your enrichment fund request.

Lodging

- Hotel expenses will be covered up to 100% of the GSA lodging per diem rate.
- The GSA has predetermined lodging rates based on city and time of year. In order to determine your rates, please visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Please note that if you are sharing a room, it is expected that the room expenses will be split appropriately, and your enrichment fund will only be used to cover your portion.

Transportation

- **Air and Train:** Enrichment funds may be used to cover travel expenses to and from the activity location. Funds may be used to cover the cost of an economy flight traveling on a US flag carrier. When estimating the cost of travel, please use a popular travel search engine (i.e. kayak.com) to find a flight that best fits your needs and the above-mentioned parameters.
- **Ground Transportation (taxi, shuttle fares):** Funds may be used to cover taxis, shuttles, and auto mileage (for personal car). Appropriate uses include travel between your hotel/residence, activity venue, and airport. If an activity occurs in a location within driving distance of your

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residence, funds may be used to cover miles driven based on the standard auto mileage rate determined annually by the IRS. Visit the IRS website for current rates. Travel expenses to restaurants and recreational venues, other than for business purposes, cannot be covered with enrichment funds.

V. Request Process

In order to use enrichment funds, Fellows must complete and submit the request form which can be accessed through the secure NSP Central page. Guidelines for completing the form are as follows:

1. Log on to the NSP Central Page
2. Click on the link for the “Enrichment Fund Request Form”
3. Complete all the required fields in each section
4. In the Expense Information section, indicate the estimated expense types (travel, lodging, M&IE, registration, etc.) and estimated amounts for your activity.
5. Attach travel itineraries and registration
6. Read and accept the terms of enrichment fund use in the attestation clause.
7. Submit your request.
8. Travel awards will be disbursed in increments of \$100.
9. Email nsp@sfn.org immediately to confirm that the request was submitted.
10. Monitor the status of your request on the Enrichment Fund Tracking page.

If the Enrichment Fund Request Form link is under maintenance, contact nsp@sfn.org to obtain a form.

VI. Disbursement of Funds

Allow at least 30 days after your request has been approved for your enrichment fund check to be mailed. You are responsible for communicating any changes to your mailing address to ensure the check is received.

VII. Post-Enrichment Activity Report

Following the completion of the enrichment activity, NSP Fellows **MUST** complete the enrichment post-activity report within 30 days.

1. Log on to the NSP Central Page
2. Click on the link for “Enrichment Post-Activity Report”
3. Complete the form, attach documents affirming that the activity was completed, and select the attestation box to confirm that you used the funds allocated to you through NSP appropriately.

If the Enrichment Post-Activity Report link is under maintenance, complete this [online form](#) instead.