



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 Program year (August 1 – July 31) to the next. The **activity must begin and end on or before July 31** to qualify for the earlier Program year regardless of when the funds are actually paid. All **requests must be submitted by June 30** to qualify for the earlier Program year. 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 are listed below. If you do not see your activity/purchase listed below, contact nsp@sfn.org.

- 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)
- Career advancement activities such as a career development workshop or postdoctoral job talk
- Skill-oriented workshops (e.g. writing, computer programming, software implementation, research techniques)

If your activity/purchase is not listed above, contact nsp@sfn.org.

III. **Covered Expenses for Allowable Enrichment Fund Activities/Purchases:**

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

IV. **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



V. **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. All requests must be approved in advance. **Fellows may request funds as a reimbursement for activities already completed (for approved activities/purchases).** 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. Use the links below to determine your rates.
 - For U.S. rates visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - For international/foreign rates visit: https://aoprals.state.gov/web920/per_diem.asp
- 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. Use the links below to determine your rates.
 - For U.S. rates visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - For international/foreign rates visit: https://aoprals.state.gov/web920/per_diem.asp
- Please note that if you are sharing a room, it is expected that the room expenses will be split appropriately, and your enrichment fund swill 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. 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 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.

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



VI. Request Process

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

- 1. Access 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. Click the blue Send Application button (you may also press the blue Save button and return to the form if you're not ready to submit yet)
8. Travel awards will be disbursed in increments of \$100.
9. Email nsp@sfn.org immediately to confirm that the request was submitted.

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

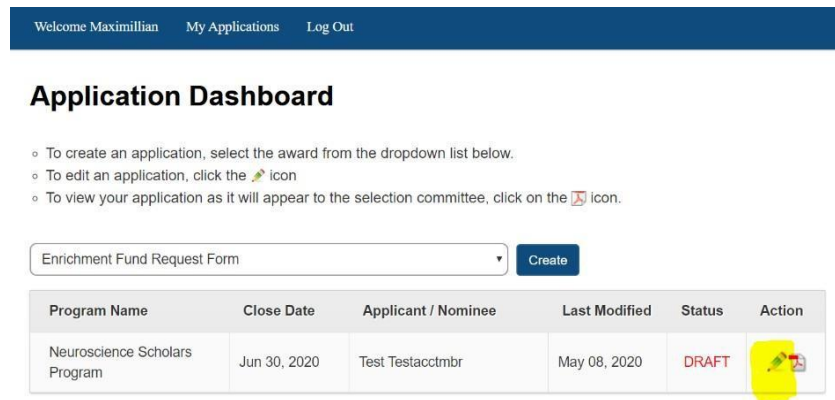
VII. Disbursement of Funds

Allow at least 30 days after your request has been approved for your enrichment funds to be disbursed. You are responsible for submitting any updates to your W9.

VIII. Post-Enrichment Activity Report

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

- 1. Access the NSP Central Page
2. Click on the link and log into the 'Enrichment Fund Request Site'
3. Select My Applications from the top ribbon
4. Your request should be listed within your Application Dashboard. Under the Actions column, click the pencil icon



- 5. You will now see a second tab within your enrichment fund request form labeled Post-Activity Report. 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 you have a question about NSP enrichment funds, please contact nsp@sfn.org